



LVE



GA Expos

LAS VEGAS

**HOME &
Outdoor
Expo**

**Las Vegas Convention Center South 1
April 27-28, 2024**

Exhibitor Services Manual

888-989-EXPO

LAS VEGAS • ORLANDO • NASHVILLE • DENVER

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WELCOME LETTER

Dear Exhibitor,

LVE is pleased to have been selected by Show Management as your Official Service Contractor to ensure that your show participation is successful.

The exhibitor manual contains IMPORTANT information and order forms on the wide variety of services offered. Please review this manual carefully to determine which products and services will be necessary for your exhibit. Be sure to return the completed forms promptly to take advantage of discount pricing. You may receive discounts of up to 30% on many decorating items and services on orders placed by the discount deadline dates. Please see order forms for applicable deadline dates.

LVE requires payment in full at the time services are requested. Purchase Orders are not considered advance payment. Payments may be made by wire transfer or credit/debit cards. VISA, Discover, MasterCard, and American Express are accepted. A credit card authorization form is enclosed for your convenience as a credit/debit card on file is required. The card will be used for all services provided at this show and for any outstanding balances. All materials are on a rental basis only and remain the property of LVE.

It is our mission to provide you with a seamless planning process, a supporting infrastructure, and to be a reliable information resource that will result in the successful execution of your event. Our Exhibitor Services department is available to assist you with all of your needs, including any questions you may have prior to, during, and post show. You may reach us at 888-989-3976 during the hours of 7:30 am - 4:00 pm (PST) Monday through Friday, or email us at exhibitorservices@lvexpo.com. You can also visit our Exhibitor Services Desk at show site.

We look forward to serving you!

Sincerely,
LVE



Home & Outdoor Expo Las Vegas

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SHOW INFORMATION

We are pleased that LVE has been selected as your Official Service Contractor.
Our goal is to make sure your participation is a success.

BOOTH EQUIPMENT

Each 10' x 10' inline booth will consist of:

BACK WALL DRAPE COLOR	BLACK	SIDE RAIL DRAPE COLOR	BLACK
HALL FLOORING	Facility is NOT carpeted		
One - 11" x 17" Identification Sign			

SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Friday, April 26, 2024	12:00 PM	6:00 PM	Exhibitor Set Up
Saturday, April 27, 2024	8:00 AM	9:30 AM	Exhibitor Set Up
Saturday, April 27, 2024	10:00 AM	7:00 PM	Show Hours
Sunday, April 28, 2024	11:00 AM	7:00 PM	Show Hours
Sunday, April 28, 2024	7:00 PM	10:00 PM	Exhibitor Move Out
Monday, April 29, 2024	8:00 AM	12:00PM	Exhibitor Move Out

ALL FREIGHT CARRIERS MUST CHECK IN WITH LVE BY: 10:00 AM on Monday, April 29, 2024

ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY: 12:00 PM on Monday, April 29, 2024

IMPORTANT: Each exhibitor may begin tear down immediately after the show closes. If you leave the show floor, it is absolutely imperative that you notify LVE Exhibitor Services so that your booth contents will not be disturbed or discarded. LVE will not be held responsible for any booth contents that become missing or damaged during the move out.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



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SHOW INFORMATION CONTINUED

**ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS
MATERIAL HANDLING CHARGES APPLY ON ALL SHIPMENTS**

WAREHOUSE SHIPMENTS	WAREHOUSE RECEIVING BEGINS	Monday, March 25, 2024			WAREHOUSE RECEIVING HOURS MONDAY - FRIDAY 7:30AM - 3:00PM EXCLUDING HOLIDAYS	
	STANDARD RECEIVING RATE DEADLINE	Monday, April 15, 2024				
	WAREHOUSE RECEIVING DEADLINE	Thursday, April 25, 2024				
	All shipments are required to have certified weight tickets		Crated, skidded or boxed materials only			
	No COD or collect shipments		Must submit payment authorization form with all orders			
	All inbound shipments must be sent to the warehouse		No pad wrapped shipments will be accepted at the warehouse			
	WAREHOUSE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	SHOW NAME	Home & Outdoor Expo Las Vegas	BOOTH #		
		COMPANY		C/O	LVE-IT Vegas	
		ADDRESS	6225 Annie Oakley Drive, Las Vegas, NV 89120			
	<i>If exhibit material is shipped to the facility, the facility will turn it over to LVE for distribution to your booth. This will result in material handling and late charges from LVE in addition to facility charges.</i>					

Overtime will be charged on anything handled after 4:30pm and weekends.

SHOWSITE SHIPMENTS	SHOWSITE RECEIVING					
	DAY/DATE		START TIME		END TIME	
	Friday, April 26, 2024		10:00 AM		6:00 PM	
	Saturday, April 27, 2024		8:00 AM		9:30 AM	
	Do not consign shipments to the receiving facility.			All shipments must be consigned c/o LVE		
	Material shipped direct to the facility will be turned over to LVE and incur additional charges.					
	Do not ship your materials to arrive prior to the dates above.					
	SHOW SITE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the show site labels enclosed.	SHOW NAME	Home & Outdoor Expo Las Vegas	BOOTH #		
		COMPANY		C/O	LVE	
		ADDRESS	LVCC - South 1 3150 Paradise Rd Las Vegas, NV 89109			

The Payment Authorization Form must be completed and submitted to LVE prior to shipping.

Note: Shipping to show site may cause a delay in getting your freight to your booth. Receiving is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely manner at the show.

BELLMAN

Bellman and the transporting of any and all exhibit materials on a bellman cart will not be allowed. If this method of transporting exhibit materials is used, the exhibitor will be charged the minimum material handling rate of \$175.00 plus applicable fees.

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may transport exhibit materials as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

PERSONAL OWNED VEHICLES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

PAYMENT AUTHORIZATION

Please complete the information requested and return payment in full with your order forms. Purchase Orders are not considered advance payment. You may choose to pay by credit card, wire transfer or money order; however, we require that your credit card information remain on file with LVE. Any additional balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable. Discount pricing applies only to orders received with full payment prior to the deadline date. **Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein. CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**

CONTACT	COMPANY NAME				CLIENT NAME			
	ADDRESS						BOOTH #	
	CITY		STATE		ZIP		PHONE	
	EMAIL						FAX	

CREDIT CARD AUTHORIZATION	<input type="checkbox"/> DISCOVER		<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS	
	ACCOUNT NUMBER							
	EXPIRATION DATE				SECURITY CODE REQUIRED			
	<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>							
	CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)							
	CITY		STATE		ZIP			
	CARDHOLDER'S SIGNATURE*		X _____					
	CARDHOLDER'S NAME (PLEASE PRINT)							
<p>*By signing, I agree to the Terms and Conditions located on www.lvexpo.com as well as contained within this manual. All credit card information will be kept on file to be used for future shows and all outstanding balances. Signer authorizes agent/employees to sign off and create order for the company.</p>								

ORDER RECAP	DISCOUNT PRICE	STANDARD PRICE	SERVICE
			FURNITURE
			ACCESSORIES
			CARPET
			SIGNS
			CLEANING
			LABOR
			ESTIMATED MATERIAL HANDLING
			PACKAGE RENTAL BOOTH
			OTHER EXPO SERVICES
		TAX	
TOTAL (If received by deadline)		TOTAL	CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement. If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.



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FURNITURE ORDER

ORDER ONLINE order.lvexpo.com		QTY	DISCOUNT DEADLINE 4/19/2024	STANDARD PRICE	TOTAL	
CHAIRS	SIDE CHAIR		\$ 98.00	\$ 127.40		
	ARM CHAIR		\$ 125.00	\$ 162.50		
	STOOL COUNTER HEIGHT		\$ 145.00	\$ 188.50		
TABLES	4'L x 30"H x 24"W TABLE SKIRTED*		\$ 155.00	\$ 201.50		
	6'L x 30"H x 24"W TABLE SKIRTED*		\$ 175.00	\$ 227.50		
	8'L x 30"H x 24"W TABLE SKIRTED*		\$ 205.00	\$ 266.50		
	4'L x 30"H x 24"W TABLE UNSKIRTED		\$ 95.00	\$ 123.50		
	6'L x 30"H x 24"W TABLE UNSKIRTED		\$ 124.00	\$ 161.20		
	8'L x 30"H x 24"W TABLE UNSKIRTED		\$ 150.00	\$ 195.00		
COUNTER TABLES	4'L x 42"H x 24"W COUNTER SKIRTED*		\$ 165.00	\$ 214.50		
	6'L x 42"H x 24"W COUNTER SKIRTED*		\$ 198.00	\$ 257.40		
	8'L x 42"H x 24"W COUNTER SKIRTED*		\$ 245.00	\$ 318.50		
	4'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 110.00	\$ 143.00		
	6'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 130.00	\$ 169.00		
	8'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 170.00	\$ 221.00		
CAFÉ	TABLE ROUND 36"W x 30"H		\$ 220.00	\$ 286.00		
	TABLE ROUND 36"W x 42"H		\$ 255.00	\$ 331.50		
ACCESSORIES	4th SIDE TABLE SKIRT*		\$ 88.00	\$ 114.40		
	4th SIDE COUNTER SKIRT*		\$ 98.00	\$ 127.40		
	RISER FOR TABLE TOP 4'L x 14"H		\$ 130.00	\$ 169.00		
	RISER FOR TABLE TOP 6'L x 14"H		\$ 170.00	\$ 221.00		
*SELECT SKIRT COLOR - If no skirt color is selected the designated show color will be provided.						
COLOR	<input type="checkbox"/> Green	<input type="checkbox"/> Teal	<input type="checkbox"/> Red	<input type="checkbox"/> Royal Blue	<input type="checkbox"/> Black	
	<input type="checkbox"/> Silver	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gold	<input type="checkbox"/> White	<input type="checkbox"/> Beige	

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after close of event on items or services ordered but not received.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



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ADDITIONAL FURNISHINGS ORDER

ORDER ONLINE order.lvexpo.com		QTY	DISCOUNT DEADLINE 4/19/2024	STANDARD PRICE	TOTAL
ACCESSORIES	WASTEBASKET		\$ 25.00	\$ 32.50	
	EASEL		\$ 69.00	\$ 89.70	
	BAG RACK		\$ 127.00	\$ 165.10	
	GARMENT RACK		\$ 167.00	\$ 217.10	
	WATERFALL CLOTHING RACK 4 - ARM		\$ 116.15	\$ 151.00	
	LITERATURE RACK (FREE STANDING)		\$ 164.45	\$ 212.75	
	SIGN HOLDER 22" x 28"		\$ 107.53	\$ 139.79	
	TACKBOARD 4' x 6' VERTICAL		\$ 230.00	\$ 299.00	
	TACKBOARD 6' x 4' HORIZONTAL		\$ 230.00	\$ 299.00	
	GRID 2' x 8'		\$ 180.00	\$ 234.00	
	GRID 2' x 8' WITH LEGS		\$ 220.00	\$ 286.00	
	16" WATERFALL ARM FOR GRID		\$ 52.00	\$ 67.60	
	GRID HOOKS (CHOOSE SIZE BELOW) <input type="checkbox"/> 4" <input type="checkbox"/> 6" <input type="checkbox"/> 8"		\$ 12.00	\$ 15.60	

8' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS	FT	\$ 22.00	\$ 28.60	
8' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 30.00	\$ 39.00	
12'-16' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 30.00	\$ 39.00	
6' - 10' TELESCOPIC ROD (NO DRAPE)		\$ 29.90	\$ 38.87	
ZIP STANCHIONS (TENZA BARRIERS) Min. Order 2		\$ 90.00	\$ 117.00	

*SELECT DRAPE COLOR - If no drape color is selected, the designated show color will be provided.

Silver
 Black
 White

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after close of event on items or services ordered but not received.

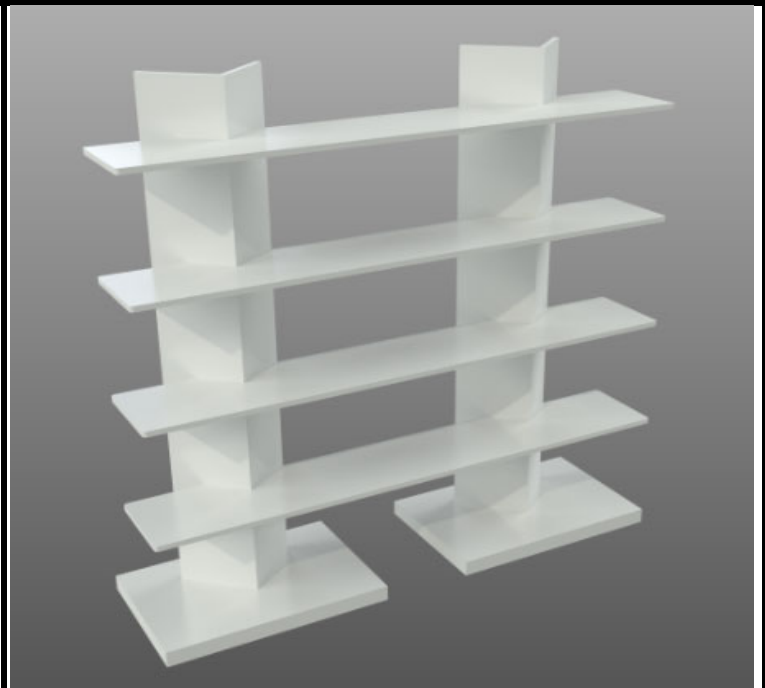
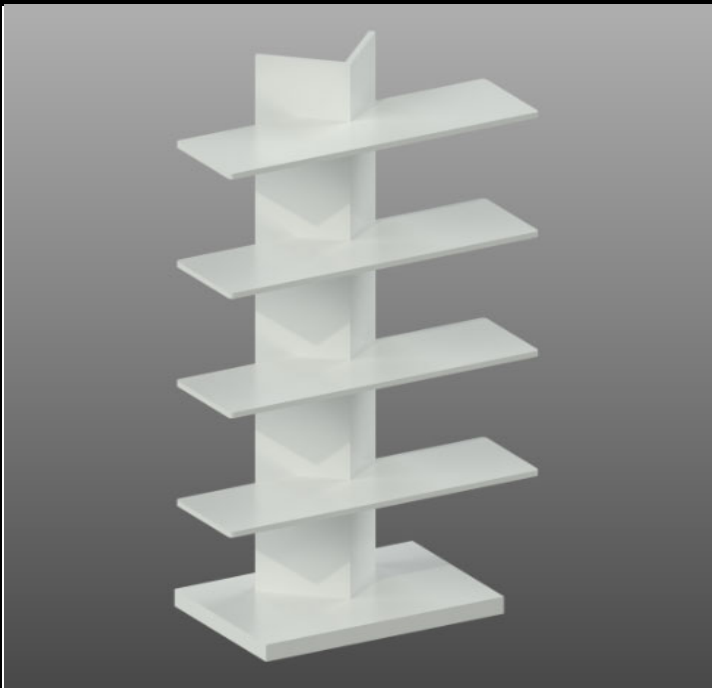
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SHELVING UNITS
DEADLINE DATE: 4/19/2024

SINGLE SHELVING UNIT
DOUBLE SHELVING UNIT

DISCOUNT PRICE	\$ 352.00	DISCOUNT PRICE	\$ 596.00
STANDARD PRICE	\$ 457.60	STANDARD PRICE	\$ 774.80

SINGLE SHELVING UNIT SPECS:	UNIT: 39"W x 72"H
	SHELVES: (4) 39"W x 12"D

DOUBLE SHELVING UNIT SPECS:	UNIT: 72"W x 72"H
	SHELVES: (4) 72"W x 12"D

SHELVING		QUANTITY	DISCOUNT DEADLINE 4/19/2024	REGULAR PRICE	TOTAL
	SINGLE UNIT		\$ 352.00	\$ 457.60	
	DOUBLE UNIT		\$ 596.00	\$ 774.80	

CANCELLATION POLICY

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

Items cancelled after show move-in begins will be charged 100% of the original price.

All materials are to remain the property of LVE.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

COMPANY NAME	BOOTH #
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SHOWCASES



FULL



HALF



QUARTER



CORNER HALF



CORNER QUARTER



TOWER



WALL CASE


 SEE-THROUGH
WALL CASE

ALL UNITS COME STANDARD WITH
FLORESCENT LIGHTING

ELECTRICAL OUTLET IS NOT INCLUDED

FULL, HALF OR QUARTER VIEW MUST
BE SELECTED BELOW

ORDER ONLINE online.lvexpo.com	QTY	DISCOUNT DEADLINE 4/19/2024	STANDARD PRICE	TOTAL
--	-----	--	----------------	-------

SHOWCASES	BLACK 4'L (FULL HALF QUARTER) VIEW		\$ 743.82	\$ 966.97
	WHITE 4'L (FULL HALF QUARTER) VIEW		\$ 672.98	\$ 874.87
	BLACK 5'L (FULL HALF QUARTER) VIEW		\$ 813.39	\$ 1,057.41
	WHITE 5'L (FULL HALF QUARTER) VIEW		\$ 742.55	\$ 965.32
	BLACK 6'L (FULL HALF QUARTER) VIEW		\$ 882.97	\$ 1,147.86
	WHITE 6'L (FULL HALF QUARTER) VIEW		\$ 812.13	\$ 1,055.77
	BLACK CORNER (HALF QUARTER) VIEW		\$ 771.65	\$ 1,003.15
	WHITE CORNER (HALF QUARTER) VIEW		\$ 708.40	\$ 920.92
	BLACK TOWER 80"H x 20"W x 20"D		\$ 779.24	\$ 1,013.01
	WHITE TOWER 80"H x 20"W x 20"D		\$ 695.75	\$ 904.48
	BLACK WALL CASE 48"W		\$ 1,232.11	\$ 1,601.74
	WHITE WALL CASE 48"W		\$ 1,148.62	\$ 1,493.21
	BLACK WALL CASE 60"W		\$ 1,301.69	\$ 1,692.20
	WHITE WALL CASE 60"W		\$ 1,218.20	\$ 1,583.66
	BLACK WALL CASE 70"W		\$ 1,370.60	\$ 1,781.78
	WHITE WALL CASE 70"W		\$ 1,287.77	\$ 1,674.10
	BLACK SEE-THROUGH WALL CASE		\$ 1,249.82	\$ 1,624.77
	WHITE SEE-THROUGH WALL CASE		\$ 1,166.33	\$ 1,516.23
UPGRADED LED LIGHTING		\$ 153.06	\$ 198.98	

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Cancellations after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after move-in begins.



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CARPET ORDER

STANDARD	CARPET LENGTH	QUANTITY		DEADLINE 4/19/2024		STANDARD PRICE		TOTAL	
	10' x 10'			\$ 310.00		\$ 403.00			
	10' x 20'			\$ 620.00		\$ 806.00			
	10' x 30'			\$ 930.00		\$ 1,209.00			
	CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.	LENGTH		WIDTH		TOTAL SQ FT			
		TOTAL SQ FT		DISCOUNT	\$ 4.00	STANDARD	\$ 5.20		
	<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Burgundy								
	<i>If you order carpet but no color is selected above, black carpet will be installed. Orders of multiple runs of carpet do not include seaming and exact color match is not guaranteed.</i>								
	COLOR	10' x 10'			\$ 600.00		\$ 780.00		
		10' x 20'			\$ 1,200.00		\$ 1,560.00		
10' x 30'				\$ 1,800.00		\$ 2,340.00			
CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.		LENGTH		WIDTH		TOTAL SQ FT			
		TOTAL SQ FT		DISCOUNT	\$ 7.50	STANDARD	\$ 9.75		
CIRCLE YOUR COLOR OPTION FOR PLUSH CARPET (COLOR SAMPLES ON FOLLOWING PAGE)									
Fire Red Lime Magenta Purple Orange Sunshine Forest Process Blue Black									
Bright Blue Khaki Cream Snowflake Silvermoon Aluminum Shadow Slate English Gray									
ACCESSORIES		10' x 10'			\$ 800.00		\$ 1,040.00		
		10' x 20'			\$ 1,600.00		\$ 2,080.00		
	10' x 30'			\$ 2,400.00		\$ 3,120.00			
	CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.	LENGTH		WIDTH		TOTAL SQ FT			
		TOTAL SQ FT		DISCOUNT	\$ 10.00	STANDARD	\$ 13.00		
	CIRCLE YOUR COLOR OPTION FOR ULTRA PLUSH CARPET (COLOR SAMPLES ON FOLLOWING PAGE)								
	Fire Red Lime Magenta Purple Orange Sunshine Forest Process Blue Black								
	Bright Blue Khaki Cream Snowflake Silvermoon Aluminum Shadow Slate English Gray								
	PADDING PER SQ FT*			\$ 1.95		\$ 2.54			
	VISQUEEN PER SQ FT*			\$ 1.30		\$ 1.69			
DOUBLE PADDING PER SQ FT*			\$ 3.90		\$ 4.28				

* 100 Square Feet Minimum Order

CANCELLATION POLICY

Items cancelled after the discount deadline date will be charged 50% of ordered price.

Items cancelled after show move-in begins will be charged 100% of ordered price.

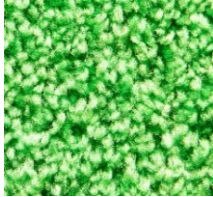
No refunds on custom or plush carpet order No credit will be given after close of event on anything ordered but not received.

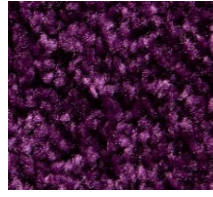
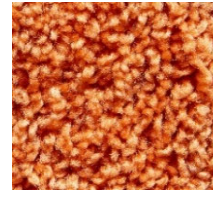
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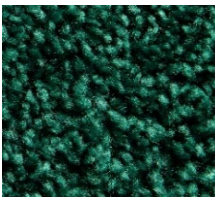
COMPANY NAME

BOOTH #

CUSTOM CARPET COLORS
COLORS AVAILABLE FOR PLUSH AND ULTRA PLUSH

RED FIRE

LIME

MAGENTA

PURPLE

ORANGE

SUNSHINE

FOREST

PROCESS BLUE

BRIGHT BLUE

KHAKI

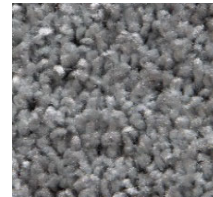
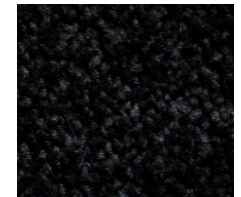
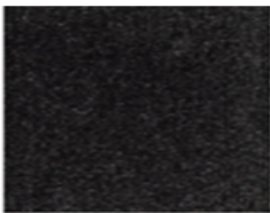
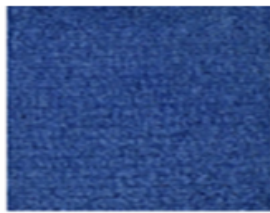
CREAM

SNOWFLAKE

SILVERMOON

ALUMINUM

SHADOW

SLATE

ENGLISH GRAY

BLACK
STANDARD CARPET COLORS

BLACK

BLUE

BURGUNDY

GRAY

RED



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COMPANY NAME		BOOTH #	
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BOOTH CLEANING & PORTER SERVICE ORDER

BOOTH CLEANING ORDER

VACUUMING	AVAILABLE SERVICES (Minimum 100 sq.ft.)	DISCOUNT DEADLINE Rate Per sq.ft. 4/19/2024	STANDARD PRICE Rate Per sq.ft.	TOTAL BOOTH SQ FT* (Minimum 100 sq.ft.)	TOTAL
	ONE TIME VACUUMING PRIOR TO SHOW OPEN	\$ 1.20	\$ 1.56	X _____ *	= _____ **
	DAILY VACUUMING PRIOR TO EACH SHOW DAY	\$ 1.96	\$ 2.54	X _____ *	= _____ **
*How to Calculate Booth Sq Ft? Length _____ X Width _____ = Total Booth Sq Ft _____					
**How to Calculate Total? Total Booth Sq Ft _____ x Rate _____ = Total _____					

PORTER SERVICE ORDER

Porter Service does NOT include vacuuming.

PORTER SERVICE	PORTER SERVICE	SELECT BOOTH SIZE	SHOW DAYS	DISCOUNT DEADLINE 4/19/2024	STANDARD PRICE	TOTAL	
	RATES ARE PER SHOW DAYS						
	Up to 1,000 square feet		2	\$ 310.00 per day	\$ 403.00 per day		
	1,001 to 3,000 square feet		2	\$ 370.00 per day	\$ 481.00 per day		
3,001 and above		2	\$ 540.00 per day	\$ 702.00 per day			

How to Calculate Porter Service? # of Show Days _____ X Rate _____ = Total _____

Includes emptying of wastebaskets in your exhibit area in two hour intervals during show hours.

Porter Service does NOT include wiping down of booth.

Please bring cleaning concerns to our attention onsite. LVE will be unable to address the concern after the close of the show.

ADDITIONAL CHARGES WILL APPLY FOR THE FOLLOWING:

- Removal of excessive items left in booth at the close of show will be charged per man hour to remove and possible dumpster fees.
- Removal of adhesive materials or stickers on the show floor will be billed per man hour for removal.

CANCELLATION POLICY

*Services cancelled after the discount deadline date will be charged 50% of ordered price.
Services cancelled after show move-in begins will be charged 100% of ordered price.
No credit will be given after close of event on anything ordered but not received.*

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



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GRAPHICS & SIGNS

DISCOUNT DEADLINE: 4/19/2024

LVE has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities including four-color, photo-quality, high-resolution digital printing of virtually any size for banners, signage, exhibit graphics on a variety of substrates.

<p><i>Minimum order \$50.00</i></p> <p><i>Double sq. Ft. for double-sided graphics</i></p> <p><i>Round sq. Ft. to next whole increment</i></p> <p><i>File conversion, retouching, cloning or color correcting may incur additional labor charges.</i></p>	<table border="1" style="width:100%"> <tr> <td style="width:15%"> </td> <td style="width:5%">L X</td> <td style="width:15%"> </td> <td style="width:5%">W =</td> <td style="width:15%"> </td> <td style="width:50%">sq. Ft.</td> </tr> <tr> <td>sq. Ft.</td> <td> </td> <td>X RATE =</td> <td> </td> <td> </td> <td> </td> </tr> </table>		L X		W =		sq. Ft.	sq. Ft.		X RATE =			
	L X		W =		sq. Ft.								
sq. Ft.		X RATE =											

DIGITAL GRAPHICS	MATERIAL (Per s/f)	DISCOUNT PRICE	STANDARD PRICE	MATERIAL	DISCOUNT PRICE	STANDARD PRICE
	1/4" PLEXIGLAS	\$ 60.00	\$ 72.00	3mm SINTRA	\$ 28.00	\$ 36.00
3/16" FOMECOR	\$ 26.00	\$ 34.00	6mm SINTRA	\$ 32.00	\$ 40.00	
VINYL BANNER	\$ 16.00	\$ 24.00	FLOOR DECALS	\$ 36.00	\$ 44.00	

PLEASE CONTACT OUR GRAPHIC DEPARTMENT FOR PRICE QUOTES ON GRAPHICS OVER 80 sq. Ft.

ELECTRONIC FILE NAME		MATERIAL (Choose Below)
PMS COLOR	<input type="checkbox"/> FOMECOR <input type="checkbox"/> PVC <input type="checkbox"/> PLEXI <input type="checkbox"/> GATORFOAM	
APPLICATION	<input type="checkbox"/> ECO-BOARD* <input type="checkbox"/> ULTRA-BOARD* <input type="checkbox"/> OTHER	
<p><i>*The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.</i></p>		
SPECIAL INSTRUCTIONS		

STANDARD SIZES	STANDARD GRAPHIC SIZES	QTY	DISCOUNT DEADLINE	STANDARD PRICE	TOTAL
			4/19/2024		
	FOMECOR w/Easel Back 12" x 18" - single sided		\$ 90.00	\$ 117.00	
	FOMECOR SIGN 22" x 28" - single sided		\$ 104.00	\$ 135.20	
	FOMECOR SIGN 28" x 44" - single sided		\$ 206.00	\$ 267.80	
	FOMECOR SIGN 24" x 36" - single sided		\$ 144.00	\$ 187.20	
	FOMECOR SIGN w/Base 38" x 87" - single sided		\$ 550.00	\$ 715.00	

File conversion, retouching, cloning or color correcting may incur additional labor charges. Print ready graphics are required. Artwork must match the size requested. See below for graphic guidelines.

ARTWORK SUBMISSION REQUIREMENTS

It is our goal to provide our customers with accurate, high-quality graphics and trade show signs. In order to achieve this goal, all artwork submitted to us for production must meet ALL of the requirements listed below. Please send any questions/concerns to: exhibitorservices@lvexpo.com

SIZE / SCALE - 10% Scaling Factor Scale your finished artwork so that **1" = 0.1"** (EXAMPLE: FOR A HEADER THAT MEASURES 77.5"W X 12"H IN REAL SIZE, THE GRAPHIC FILE WILL BE DESIGNED AT 7.75" W X 1.2" H) DO NOT include bleeds or gutters. DO include a die line for any router cuts needed.

RESOLUTION - 600dpi MINIMUM (1200dpi Recommended)

COLOR MODE - CMYK (Before submitting your artwork to us, please make sure you convert the color mode to CMYK.)

FORMAT - TIFF, flattened (We require the use of flattened TIFFs for all artwork.) PLEASE BE ADVISED - FAILURE TO ADHERE TO THESE REQUIREMENTS MAY PRODUCE UNPREDICTABLE RESULTS THAT MAY OR MAY NOT BE CORRECTABLE. FOR THIS REASON, WE WILL CONVERT/ADJUST ANY NON-TIFF FILES TO MEET THESE REQUIREMENTS, AND BILL THE CUSTOMER AT A RATE OF \$125.00/HR

IMPORTANT! - Please be 100% sure to convert ALL FONTS to OUTLINES! Do not send us font files to replace missing text.

LVE will not offer any refunds on graphics that have been produced.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



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DISPLAY LABOR ORDER

DEADLINE DATE:

4/19/2024

EXHIBIT INSTALLATION & DISMANTLING INFORMATION

LABOR	BEGIN DATE	START TIME	SPECIAL EQUIPMENT	# OF LABORERS	EST. HOURS EA.	TOTAL HOURS
INSTALLATION						
DISMANTLING						

LABOR	ESTIMATED CHARGES		HOURS	COST PER HOUR		TOTAL	
	STRAIGHT TIME (ST) - One Hour Minimum			\$	99.00		
	OVERTIME (OT) - One Hour Minimum			\$	148.50		
	DOUBLE TIME (DT) - One Hour Minimum			\$	198.00		
LABOR ORDERED AFTER THE DEADLINE WILL BE THE RATE OF: ST \$180.00 OT \$270.00 DT \$360.00							
<i>MINIMUM CHARGE FOR LABOR IS ONE HOUR. Time will be calculated to include gathering equipment, materials and travel to and from booth space. If your representative has not reported to the exhibitor services desk at the time the labor had been requested, or if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.</i>							
STRAIGHT TIME - After 8:00 AM and prior to 4:30 PM Weekdays. OVERTIME - Prior to 8:00 AM and after 4:30 PM weekdays, and weekends. DOUBLE TIME - Holidays, or any job exceeding 12 work hours in one day.							
EQUIPMENT			HOURS	STRAIGHT TIME	OVERTIME	DOUBLE TIME	TOTAL
	FORKLIFT w/operator 0 to 4,000 lbs			\$ 365.00	\$ 547.50	\$ 730.00	
	If specific equipment is needed, please contact Exhibitor Services for a quote.						
	<i>If forklift w/operator is not utilized, there will be a fee of one hour per equipment w/operator ordered.</i>						

SUPERVISION	DO NOT PROCEED: The exhibitor will supervise the setup of their exhibit. Labor scheduled to begin other than 8:00 AM will be provided on a first come first serve basis. It is the exhibitors responsibility to request their labor at Exhibitor Services for all orders.	
	<input type="checkbox"/>	
	OK TO PROCEED (MUST FILL OUT FORM BELOW): LVE will supervise the setup of your exhibit. Your display will be installed and dismantled per your drawings and instructions. The exhibitor need not be present for this service. A 35% Supervision Fee will be added to the installation and dismantle invoice. (Minimum \$75.00). Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.	
	<input type="checkbox"/>	

LVE LABOR SUPERVISION FORM (NOTE: Your show site person is responsible for filling out Bills of Lading and Shipping Labels)

FREIGHT IS BEING SENT TO ADVANCED WAREHOUSE OR SHOW SITE				<input type="checkbox"/> ADVANCED WAREHOUSE	<input type="checkbox"/> SHOW SITE
SPECIAL INSTRUCTIONS					
# OF CRATES		SET-UP PLANS IN CRATE #		SET-UP PLANS ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
SHOW CARRIER	<input type="checkbox"/> YES	# OF SKIDS TO SHRINK WRAP		PHOTO ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
OWN CARRIER	<input type="checkbox"/> YES	# OF SKIDS/CRATES TO BAND		SELF-CONTAINED UNIT	<input type="checkbox"/> YES <input type="checkbox"/> NO
If not using our official show carrier, please fill out the below.				FACILITY FLOORING	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER NAME		PICK UP DATE		LVE RENTED CARPET	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER PHONE		PICK UP TIME		CARPET SENT WITH SHIPMENT	<input type="checkbox"/> YES <input type="checkbox"/> NO

CONSIGNEE (Where your freight is being shipped to when the show closes)

BILLING INFORMATION (Responsible party paying your carrier's shipping charges)

CO. NAME				CO. NAME			
ADDRESS				ADDRESS			
CITY	STATE	ZIP		CITY	STATE	ZIP	
SHOW		BOOTH #		SHOW			
CONTACT				CONTACT			
PHONE				PHONE			

**Labor orders must be sent in by the deadline date to ensure labor availability.
Onsite orders will be handled on a first come first serve basis at a higher rate and upon availability.**

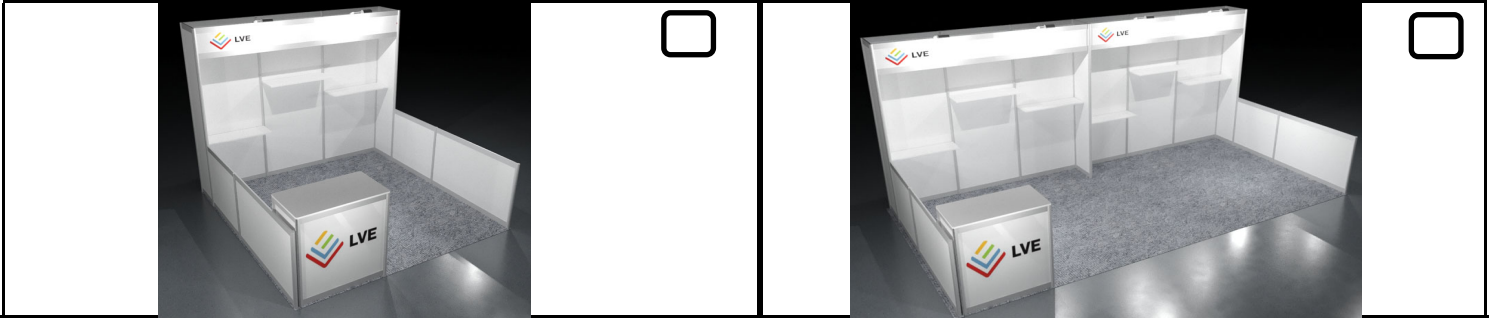
Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

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RENTAL EXHIBIT PACKAGES
DEADLINE DATE:
4/19/2024

10' EXHIBIT RENTAL
20' EXHIBIT RENTAL

DISCOUNT PRICE \$ 2,581.00
STANDARD PRICE \$ 3,355.00

DISCOUNT PRICE \$ 5,166.00
STANDARD PRICE \$ 6,716.00

DISPLAY INCLUDES	DISPLAY INCLUDES
10' Free Standing Display	20' Free Standing Display
Silver Metal /Choice of Black or White Inserts	Silver Metal /Choice of Black or White Inserts
3 Meter Header w/Company Name	2 - 3 Meter Header w/Company Name
2 Arm Lights	4 Arm Lights
3 Shelves	6 Shelves
1 Meter Counter OPTIONAL - see additional price below	1 Meter Counter OPTIONAL - see additional price below
Carpet Gray	Carpet Gray
Installation and Dismantle	Installation and Dismantle

Exhibits Do Not include Electrical Power or Electrical Labor. Electrical forms must be sent to the Electrical Contractor

Please select a PANEL COLOR OPTION

BLACK

WHITE

If color selection is not made at time of your order, your booth will automatically have white panels. The colors at show site are subject to availability.

HEADER

Lettering will be standard black copy, background will be white. Be sure to clearly show spaces, upper and lowercase lettering. Logo is not included.

HEADER COPY:
OPTIONAL ACCESSORIES

	QUANTITY	DISCOUNT DEADLINE 4/19/2024	REGULAR PRICE	TOTAL
1 Meter Counter		\$ 325.00	\$ 422.50	
2' x 8' Grid		\$ 180.00	\$ 234.00	
Shelves		\$ 80.00	\$ 104.00	
Slat Wall - White or Black		\$ 143.75	\$ 186.30	
Light		\$ 110.00	\$ 143.00	
10' Package		\$ 2,581.00	\$ 3,355.00	
20' Package		\$ 5,166.00	\$ 6,716.00	

Contact Exhibitor Services for Custom Booth Packages at 888..989.3976 or email us at exhibitorservices@lvexpo.com

CANCELLATION POLICY

Items cancelled after orders have been received will be charged 50% of the ordered price.
Items cancelled after show move-in begins will be charged 100% of the original price.
All materials are to remain the property of LVE.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

WORK AUTHORIZATION

DEADLINE DATE: 4/19/2024

**All Exhibitors using an Exhibitor Appointed Contractor must return this form.
THIS FORM & CERTIFICATE OF INSURANCE MUST BE RETURNED BY THE STATED DEADLINE DATE.**

We have selected the following Exhibitor-Appointed Contractor(s) (EACs). The EAC has been notified that a General Liability Insurance Certificate is required by Show Management and must be received by LVE no later than deadline date.

The contractor hired by the exhibitor must provide a certificate of insurance with at least the following limits:

Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Worker's Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Show Management(Event Name) and Exhibitor as additional insured.

EAC COMPANY INFORMATION

EAC COMPANY NAME			
SERVICES TO BE PROVIDED			
EAC CONTACT PERSON(S)			
ADDRESS			
CITY		STATE	
PHONE		FAX	
EMAIL			
Is this company authorized to order services on your behalf?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is this company responsible for charges incurred for the show? <i>*If yes, both parties must complete and sign the Third Party form.</i>		<input type="checkbox"/> YES*	<input type="checkbox"/> NO
EXHIBITING COMPANY			
PHONE			
BOOTH # (S)			

I hereby authorize the company noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Rules and Regulations as noted in the Exhibitor Manual and agree to abide by the same.

SIGN: _____ **PRINT:** _____

CERTIFICATE OF LIABILITY INSURANCE

PRODUCER: Insurance Agent/Broker who issues certificate.

NAME OF INSURED: Must be the legal name of contracting party

TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information in this Exhibitor Manual.)

FORM OF COVERAGE: Must be "occurrence" form coverage

NAME ADDITIONAL INSURED: LVE (Official Service Provider), <show organizer name> (Show Management), <show name> (Show) and <facility name> (Facility) as additional insureds on a primary and non-contributory basis.

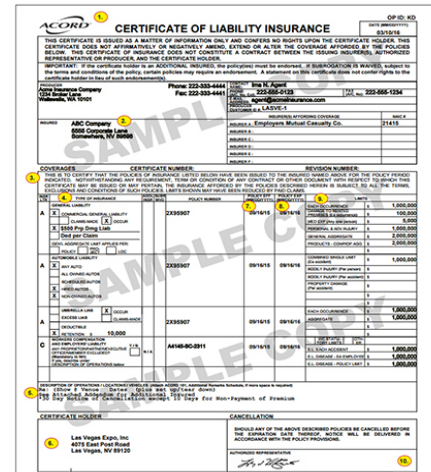
CERTIFICATE HOLDER: Must be LVE

POLICY EFFECTIVE DATE: Must be prior to or coincide with the first day of Exhibitor Move-In

POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out

LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Terms and Conditions located within this manual or online at www.lvexpo.com

AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer



SUBMIT YOUR CERTIFICATE OF LIABILITY INSURANCE ONLINE: <https://www.lvexpo.com/eacregistration/>



Home & Outdoor Expo Las Vegas

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THIRD PARTY PAYMENT AUTHORIZATION

By submitting this form I authorize LVE to charge any additional amounts incurred by myself or my show representative, including material handling and/or labor charges. In the event the credit card provided declines, standard show site rate prevails and a \$25.00 service charge will be added. **CONVENIENCE FEE** - All orders paid with a credit card will incur an additional non-refundable 3% fee.

THIRD PARTY'S CREDIT CARD	EXHIBITING COMPANY NAME											
	EXHIBITING COMPANY								BOOTH #			
	THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)											
	THIRD PARTY COMPANY								PHONE			
	THIRD PARTY CONTACT								EMAIL			
	ADDRESS											
	CITY				STATE				ZIP			
	BOOTH #											
	<input type="checkbox"/> DISCOVER		<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD				<input type="checkbox"/> AMERICAN EXPRESS			
	ACCOUNT NUMBER											
	EXPIRATION DATE						SECURITY CODE REQUIRED					
	<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>											
	CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)											
	CITY				STATE				ZIP			
	CARDHOLDER'S NAME (PLEASE PRINT)											
CARDHOLDER'S SIGNATURE*		<p style="text-align: center;">X _____</p>										

*By signing, I agree to the Terms and Conditions located within this manual. For your convenience, the above credit card information will be kept on file to be used for future shows and all outstanding balances.

SERVICES TO BE INVOICED TO THIRD PARTY

Discount pricing applies only to orders received with full payment prior to the deadline date. See each form for their specified deadline date.

Damage to rental items outside of normal wear and tear could result in charges for replacement.

If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



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LVCC - South 1

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MATERIAL HANDLING

(The PAYMENT AUTHORIZATION FORM must accompany this form)

ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

MATERIAL HANDLING

200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
ADVANCE WAREHOUSE	\$ 114.00 Per 100 lbs	\$ 148.20 Per 100 lbs	\$ 153.90 Per 100 lbs	\$ 200.10 Per 100 lbs

Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.

200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
SHOW-SITE	\$ 114.00 Per 100 lbs	\$ 148.20 Per 100 lbs	\$ 153.90 Per 100 lbs	\$ 200.10 Per 100 lbs

Crated/boxed exhibit material received at show site. See Show Information for delivery deadline dates.

Overtime will be charged on anything handled after 4:30pm and weekends.

OVERTIME

200 LBS MINIMUM	INBOUND	OUTBOUND
OVERTIME FREIGHT (IN ADDITION TO INITIAL CHARGES)	\$ 50.00 Per 100lbs	\$ 50.00 Per 100lbs

Based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LVE, any shipment delivered to, and/or picked up from show site, will be charged at an additional rate. See specifications below.

SMALL PACKAGES

PER SHIPMENT RECEIVED	WAREHOUSE FIRST PACKAGE	WAREHOUSE ADDITIONAL PACKAGE	SHOW SITE FIRST PACKAGE	SHOW SITE ADDITIONAL PACKAGE
SMALL PACKAGE	\$ 78.00	\$ 58.00	\$ 90.00	\$ 73.00

30% Late fee if received after deadline date Maximum weight per shipment is 25lbs.

Items received without documentation will be delivered without guarantee of piece count or condition.

TOTALS

WEIGHT PER SHIPMENT	RECEIVING LOCATION		RATE	ESTIMATED TOTAL
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		

USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY

INSTRUCTIONS

All material handling rates include delivery to booth All shipping charges must be prepaid

Materials must arrive during published dates to avoid additional charges No collect shipments. "COD"

Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge

SPECIAL HANDLING

UPS, FedEx, USPS, loose, uncrated exhibit material, van line	Materials with no inbound documents
Material with no certified weights	Materials with no pick points received

OVERTIME (OT)

Any shipment delivered to, and/or picked up from show site prior to 8:00 AM or after 4:30 PM Monday through Friday, weekends and all holidays. This charge will apply on inbound and outbound shipments.

Formula for estimating freight between 25 lbs. and 200 lbs.: Round up to minimum 200 lbs.

Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. at \$114.00 per 100 lbs = minimum charge of \$228.00

Formula to estimate charges over 200 lbs.: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges.

Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$114.00 = \$456.00

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, March 25, 2024 - Monday, April 15, 2024

TO:

EXHIBITOR NAME

C/O: LVE-IT Vegas

**6225 Annie Oakley Drive
Las Vegas, NV 89120**

EVENT: Home & Outdoor Expo Las Vegas

NO. _____ OF _____ PIECES

BOOTH #: _____



LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, March 25, 2024 - Monday, April 15, 2024

TO:

EXHIBITOR NAME

C/O: LVE-IT Vegas

**6225 Annie Oakley Drive
Las Vegas, NV 89120**

EVENT: Home & Outdoor Expo Las Vegas

NO. _____ OF _____ PIECES

BOOTH #: _____



LVE

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Friday, April 26, 2024 : 10:00 AM - 6:00 PM

Saturday, April 27, 2024 : 8:00 AM - 9:30 AM

TO:

EXHIBITOR NAME

C/O: LVE

LVCC - South 1

3150 Paradise Rd

Las Vegas, NV 89109

EVENT: Home & Outdoor Expo Las Vegas

NO. _____ OF _____ PIECES

BOOTH #:



LVE

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Friday, April 26, 2024 : 10:00 AM - 6:00 PM

Saturday, April 27, 2024 : 8:00 AM - 9:30 AM

TO:

EXHIBITOR NAME

C/O: LVE

LVCC - South 1

3150 Paradise Rd

Las Vegas, NV 89109

EVENT: Home & Outdoor Expo Las Vegas

NO. _____ OF _____ PIECES

BOOTH #:



Home & Outdoor Expo Las Vegas

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OUTBOUND SHIPPING INFORMATION

This form does not replace the Outbound Material Handling Agreement (MHA) that must be completed on site.
 Exhibitors must pickup, complete and return the Outbound MHA to the LVE Exhibitor Service desk onsite.
 Shipments with no paperwork will incur additional charges and be return to the warehouse for disposition.
IF YOU DO NOT CHOOSE AN OPTION BELOW AND YOUR CARRIER DOES NOT SHOW UP ONSITE, YOUR FREIGHT WILL BE AUTOMATICALLY RE-ROUTED WITH THE SHOW CARRIER AT THE EXHIBITOR'S EXPENSE.

Overtime will be charged on anything handled after 4:30pm and weekends.

In the event your selected carrier does not show please select one of the following here below.

<input type="checkbox"/>	RE-ROUTE VIA SHOW CARRIER PER ABOVE INSTRUCTIONS	OR	<input type="checkbox"/>	RETURN SHIPMENT TO WAREHOUSE AT EXHIBITOR'S EXPENSE
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NOTE: Exhibitor is responsible for contracting any carrier except those recommended in this manual. LVE will not be responsible for literature/products not properly packed and labeled by exhibit personnel.

I understand that LVE shall not be responsible for loss, theft or damage to any display installed or dismantled under LVE's supervision of labor, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide LVE with complete and accurate written instructions for the packing and/or shipping of said display by LVE supervised labor. Payment of all services will be my/our responsibility as the exhibitor.

SIGN: _____ PRINT: _____ DATE: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to Exhibitor Services. SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT THE EXHIBITOR'S EXPENSE. LVE will make arrangements for all LVE exhibit transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

RETURN FREIGHT & STORAGE

WAREHOUSE	Rates include delivery of shipment at close of show to LVE warehouse for storage or loading to outbound carriers. Freight that is crated or skidded and weighs 50 lbs. or more will be charged the following rates with a 1,000 lb. minimum.		
	OVERTIME fees are based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LVE, any shipment delivered to, and/or picked up from show site, will be charged at an additional rate.		
	DRAYAGE TO WAREHOUSE	\$ 22.00	per 100 lbs.
	WAREHOUSE HANDLING	\$ 9.50	per 100 lbs.
All freight returned to warehouse that is less than 50 lbs. will have a flat rate charge of \$94.50. A LVE Outbound Material Handling Form is required to be completed on site at the close of the show for this service.			

STORAGE	MONTHLY STORAGE RATE	\$9.50	per 100 lbs.
	Monthly storage rate is billed quarterly, at \$28.50 per 100 lbs. (1,000 lbs. minimum)		
All freight must be crated, palletized or boxed to be eligible for storage. LVE reserves the right to refuse to store freight due to condition of the freight, past payment history, etc. A signed Storage Agreement is required for storage of your freight.			
*By signing, I understand and agree that LVE reserves the right to remove and dispose of stored materials from our facility after 90 days of non-payment.			

SIGN*: _____ PRINT: _____ DATE: _____

ADVANTAGES OF STORING WITH LVE

- Save on expensive shipping charges.
- Storage freight is delivered to the show in advance of direct shipment.
- No Marshalling Yard, Check-in, or waiting
- Warehouse facilities and services are located in Las Vegas, Nashville, & Denver for year round access.
- 30 Days free storage included in LVE advance material handling rates.

The PAYMENT AUTHORIZATION FORM must accompany this form

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

The Las Vegas Home and Outdoor Expo 2024

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- **24/7/365 Customer Service**



Priority freight handling by our partners at:



LVE

For immediate assistance 24/7/365
Call: 800.643.3525
Email: LVExpo@airwaysfreight.com

AIRWAYS FREIGHT
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Serving the Trade Show Industry for 35+ years!

COMPANY NAME	BOOTH #
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VEHICLE SPOTTING

Exhibitors may display a vehicle in their booth. Pursuant to Fire Department, please follow the steps below to ensure a smooth move-in process. The Fire Department requires a "Liquid or Gas-Fueled Vehicles or Equipment in Assembly Area" Permit for all booth vehicles.

PROCEDURE REQUIREMENTS

Exhibitors must obtain a permit from Fire Department. See options below.

Exhibitors must fill out the Vehicle Spotting Form and pay the spotting fee by **Deadline Date: Monday, March 25, 2024**

BLANKET PERMIT PROCEDURES

IF RECEIVED 6 WEEKS PRIOR TO SHOW DATE: To apply to be part of the Blanket Permit, the following must be included:

- | | |
|---|--|
| 1. Company name and booth number | 4. A picture of each vehicle to be displayed |
| 2. Contact name, email address, and cell phone | 5. All display structures or platforms for displaying the vehicles |
| 3. A site plan view of the location of each vehicle to be displayed | |

PERMIT THROUGH FIRE DEPARTMENT

IF APPLYING AFTER THE DEADLINE: Exhibitors who do not make the deadline, must contact us by phone for possible approval. Late requests are not guaranteed.

If exhibitors do not meet the deadline, they will not be permitted on the show floor.

Fire Department guidelines for vehicles can be accessed at: www.lvexpo.com

It is recommended you print the guidelines and submit along with your permit application.

MUST HAVE PRIOR APPROVAL AND PERMITS APPROVED

This applies to any vehicle to be displayed in the exhibit area. The following procedures and policies will apply:

LVE labor will direct the operator of the vehicle with passage into the exhibit area prior to the opening of the event and again at the conclusion of the event.

Any exhibitor freight or product brought inside your vehicle is subject to unloading and weighing. Show site material handling charges will apply.

LVE will verify that all Fire Department requirements are met and provide a drip cloth under the vehicle.

The following costs will apply when submitted by the deadline date:

\$	150.00	For each four wheel vehicle
\$	30.00	Added charge per each additional axle on vehicle to be applied to the standard cost
\$	370.00	Fire Marshal Permit Fee

Exhibitors will be responsible for the following vehicle requirements:

A set of keys must be left with Exhibitor Services.

The fuel tanks of vehicles must have LOCKABLE fuel filler cap to prevent escape of vapors and to avoid tampering.

Fire code stipulates that fuel in the fuel tanks shall not exceed 2 gallons or 1/8 of tank capacity, whichever is less.

Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes.

A fire extinguisher must be present, visible and accessible at all times.

Vehicles, boats or other motor craft equipment are not fueled or defueled within the building.

A 36-inch wide access aisle or clear space shall be maintained around all sides of the display vehicle. (72 inches between vehicles displayed together.) Vehicles shall be a minimum of 20-feet from exit doors, exit stairs, the exit access or exit passageways.

Vehicles shall not exhibit any leaks of any fluids and must have floor covering under the vehicle.

Proof of insurance for the vehicle and valid drivers license for the operator.

VEHICLE INFORMATION

MAKE	MODEL	YEAR	
VIN #	DIMS	COST	

NOTE: EXHIBITORS WILL BE RESPONSIBLE FOR THE OPERATION OF VEHICLE BOTH IN AND OUT OF THE FACILITY. ALL DRIVERS MUST PROVIDE LVE WITH PROOF OF INSURANCE AND VALID DRIVERS LICENSE.

The PAYMENT AUTHORIZATION FORM must accompany this form

VEHICLE PREPARATION & SPOTTING FEE

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

LIMITS OF LIABILITY & RESPONSIBILITY**I. TERMS AND CONDITIONS**

These terms and conditions, limitations of liability, and time limitations are binding on all parties and their representatives, including Exhibitor Appointed Contractors, Installation & Dismantle personnel, as well as agents of the parties. They may be changed by LVE without notice. LVE assumes no liability in connection with Client's use and Client's supervision of union labor provided by LVE. Client agrees and understands that its employees and representatives attend the show site at their own risk.

All charges for services or materials are due in advance or at the time of order. A credit card on file and authorization to charge it is required to place an order. Payment may be made by credit card, check, or wire transfer. A credit card on file with LVE and authorization to charge it is required in order to pay by check or wire transfer. Fees for cancellation of an order can range up to the full amount of the order (up to 100%) depending on the pre-event work already performed, set up costs, and other factors. A non-refundable deposit will be required.

Outstanding balances must be paid by the end of the show. A late charge of 1.5% per month applies to any amounts not settled before the end of the event. LVE reserves the right to retain Client's goods in appropriate circumstances for amounts due which have not been settled. Client is responsible for all charges involved in the rendering of services or materials in the transaction with LVE, and for all amounts incurred in connection with the transaction with LVE which involve the event. Parties agree that the credit card provided to LVE may be charged for services, material handling, labor, and for other services and materials related to the transaction, including those provided by any third parties, representatives, or agents of the parties. By placing an order online or otherwise, client authorizes LVE to charge its credit card and agrees that LVE may charge the credit card provided to LVE by Client for any services, equipment, transportation, shipping, or materials as described and set forth in this Paragraph. Client authorizes LVE to charge all amounts to the credit card on file for said materials and services ordered by Client or Client's representatives as well as for said materials and services rendered to Client's company.

In order to obtain advance pricing, payment must be received and accepted by LVE prior to the deadline. After the conclusion of the event, LVE will make any adjustments to an invoice, if applicable. If Client is tax exempt in the state in which the event is held, a sales tax exemption certificate must be submitted to LVE.

Services and goods have separate, specific forms that apply to their order. Client must review the specific form that is applicable to the ordered service or materials for additional terms and conditions contained therein. LVE has a separate agreement with terms and conditions that apply to storage of goods. Client shall review LVE's form that pertains to the agreement for storage of goods for additional provisions that apply and authorize said form for the storage of any materials.

II. LIMITS OF LIABILITY & RESPONSIBILITY

1) The placing of an order for services, equipment, transportation, shipping, or materials by a client or any agent of the Client shall be construed as an offer subject to acceptance and approval of LVE in its sole discretion. Upon participation of any LVE show or event, the Client and its agents shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III. Likewise, once LVE has accepted and approved the Client's offer, any shipper consigning or delivering a shipment to LVE or its subcontractors on behalf of Client shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III.

2) LVE and its subcontractors shall not be liable for: damage to, or loss of, pieces of art; fragile equipment; electronics; uncrated freight; freight improperly packed or improperly labeled; glass breakage; concealed damage as determined by LVE; for delay to uncrated freight or freight improperly packed or labeled; or for ordinary wear and tear which occurs in the handling of the goods. Client shall package and label items properly before goods are moved or shipped; this includes making sure that goods are packed to withstand transport using forklifts, dollies, and related equipment.

3) Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to a booth by LVE or its subcontractors and the arrival of the Client's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that LVE and its subcontractors are not responsible for the loss or disappearance of, or damage to any items left in the booth unattended at any time, or for loss, disappearance, or damage occurring during the time the items are transported to dock and subsequently accepted by carrier. All bills of lading covering outgoing shipment(s) submitted to LVE or its subcontractors by Client will be checked at the time of pick-up from the booth and corrected where discrepancies exist. Received goods must be accompanied by documents showing appropriate details, such as bills of lading or suitable documents showing unit counts. If goods are not accompanied by such documents there shall be no guarantee as to the goods' condition or as to the piece count.

4) LVE and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload, unless advance notice has been given to LVE in time to obtain the proper equipment.

5) LVE and its subcontractors shall not be held responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, events of force majeure, actions or lack thereof of Client or other third parties, and the transportation of fragile items.

6) LVE and its subcontractors shall not be liable for ordinary wear and tear in the handling of materials and/or equipment. LVE shall not be responsible for damage to shrink wrapped items.

7) LVE and its subcontractors are not to be held liable for events of loss or damage to Client's property; that is, LVE does not insure the Client's property against loss or damage, nor does it provide full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Client. Amounts payable by LVE under this Paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Client's property. Provisions of this paragraph shall apply if Client's property is lost or damaged through performance or nonperformance of services by LVE or from the negligence of LVE, its subcontractors, or their respective employees. If such loss or damage occurs, the liability of LVE and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Client's agreed-upon damages and exclusive remedy.

8) LVE will not be bound to honor any claim or action brought against LVE or its subcontractors more than 60 days after the date of incident.



LIMITS OF LIABILITY & RESPONSIBILITY CONTINUED

III. LIMITATION OF LIABILITY

- 1) LVE AND ITS SUBCONTRACTORS SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUES, LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS OR DAMAGE TO CLIENT'S MATERIALS OR ANY INJURY TO CLIENT'S PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL FOR CLIENT TO EXHIBIT ITS MATERIALS.
2) Client agrees in connection with the receipt, handling, temporary storage and reloading of its freight, that LVE and its subcontractors will provide these services as Client's agent and not as bailee or shipper.
3) LVE and its subcontractors shall not be liable for shipments received without receipts, freight bill, or specified unit counts on receipts or freight bills.
4) Empty container labels will be available at the LVE Service Desk.
5) In order to expedite removal of freight from the show site, LVE shall have the authority to change designated carriers, if assigned carriers do not pick up on time.
6) Dry and Cold Storage - Client stores products at its own risk.
7) The Client agrees, in the event of a dispute with LVE or its subcontractors related to any loss or damage to any of the Client's freight or equipment, that the Client will not withhold payment in any amount due to LVE for freight handling services or any other services provided by LVE or its subcontractors as an offset against the amount of the alleged loss or damage.

* * * * *

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Clients arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transmit and return of your freight, during storage, and at show site. All transit claims will be referred to the common carrier.

* * * * *

Client shall hold harmless, protect, defend, and indemnify LVE and LVE's subcontractors, its employees, agents, contractors, representatives, installation and dismantle persons, persons supervising union labor obtained through LVE, including reasonable attorney fees and court costs, for and against every claim, demand, damage, cause of action, suit or other litigation, without limit and without regard to the cause or causes thereof or the fault of any party, on account of or stemming from every instance of bodily injury to persons, or loss or damage to property other than goods, arising from performance of services.

The terms and conditions of this agreement and transaction with LVE shall be construed in accordance with and governed by the applicable laws of the United States of America and the laws of the State of Nevada where applicable. Any action or proceeding against LVE under or in connection with this Agreement or transaction with LVE, or any of the forms or Contract Documents involving LVE providing services or materials for the event, may be brought in the Courts of the State of Nevada, County of Clark.

* * * * *

I, the Client herein, agree that submitting my order online or otherwise shall constitute my acceptance of, and electronic signature to, this Agreement. I have read and understand all of the terms of this Agreement. By submitting this information to LVE, I hereby agree to, consent to, and authorize this Agreement and all of its terms.

SHOW SITE WORK RULES**** ATTENTION ******UNION JURISDICTION**

To simplify show preparation, we are certain you will appreciate knowing in advance that Union Labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

EXHIBIT LABOR

Local Union has jurisdiction through a labor agreement with all contractors for the installation, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative material from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed.

If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR).

Local Union jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance, or repairs of your machinery or products.

FREIGHT HANDLING

Local Union has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, and common and contact carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Local Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painting, and assembly of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade. Show.

An exhibitor may "hand carry" merchandise and "pop ups" only, provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an Exhibitor chooses to "hand carry" materials they must utilize the "hand carry doors". They are not permitted to access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

Exhibitors may deliver materials to the loading dock/freight doors in their own personnel vehicle with the following restrictions:

1. The General Contractor has complete control of the loading dock at all times;
2. Exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicle may be towed.
3. All materials must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

The General Contractor and I&D companies signatory to the contractor with Teamsters Local Union requires that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit or take gratuity by an employee for any service should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regard to the Union's jurisdiction or practices must be directed to the General Contractor and the Union.

FIRE & SAFETY REGULATIONS**NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.**

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.
3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or 1/4 of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible, and accessible at all times.
6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed (6) feet in length and must be UL approved with built in over-load protectors.
9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.
11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.
14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electrical cables or junction boxes.
15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

FREQUENTLY ASKED FREIGHT QUESTIONS**WHEN CAN I SHIP TO THE WAREHOUSE?**

We will begin accepting freight 30 days prior to move-in.

The warehouse will receive shipments Monday through Friday 7:30 AM - 3:00 PM.

To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Show Information page. Your freight will be accepted after the deadline date, however additional charges will be incurred.

HOW DO I LABEL MY FREIGHT?

The label should include the exhibiting company, the booth number, the name of the event and addresses c/o LVE.

The specific shipping address for the warehouse is located on the Show Information page.

It is best to label every carton on a skid with at least your company name and booth number. For your convenience we have provided labels in the exhibitor manual.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

Pick up "Empty Labels" at Exhibitor Services. Place a label on each container. Labeled containers will be picked up periodically and stored during the show.

At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

Each shipment must have a completed LVE Outbound Material Handling Form in order to ship materials from the show. All pieces must be labeled individually. (You can pick these items up at LVE Exhibitor Services.)

After materials are packed, labeled, and ready to be shipped, the completed LVE Outbound Material Handling Form must be turned in to LVE Exhibitor Services.

Make arrangements with your designated carrier to pick up your shipment at the address of the facility where the event is taking place. Please refer to the Show Information pages for the specific dates and times. In the event your selected carrier fails to show, the shipment will be rerouted to the preferred carrier at the exhibitor's expense.

For your convenience, the preferred show carrier will be on site to handle outbound transportation.

You must notify your carrier of the date and times of pick up.



2024 TRADE SHOW FURNISHINGS

EXPLORE FURNISHINGS

AFRTRADESHOW.COM



6455 S. Dean Martin Drive, Suite C.
 Las Vegas, Nevada 89118
 Phone: (702) 309-8326 * Fax: (702) 309-8328
 Email: orders@exposervicedesk.com
 Order Online: www.exposervicedesk.com

EVENT NAME: Home & Outdoor Expo		EVENT DATES: APRIL 27-28, 2024	LOCATION: LVCC – SOUTH 1
EXHIBITING COMPANY NAME:			BOOTH NUMBER:
BILLING NAME (if different from above):		Deadline for Advance Rate: 14 DAYS PRIOR TO SHOW OPEN	
BILLING ADDRESS:			
CITY:	STATE:	ZIP CODE:	
TELEPHONE:	FAX:		
CARDHOLDER SIGNATURE:	CARDHOLDER NAME (PRINT):		
	ORDERED BY:		
EMAIL (REQUIRED FOR RECEIPT):			
WE ACCEPT: VISA / MASTERCARD / AMERICAN EXPRESS		CHARGES WILL APPEAR ON STATEMENT AS "TEAM CO"	EXPIRATION DATE:
CC NUMBER HERE:			

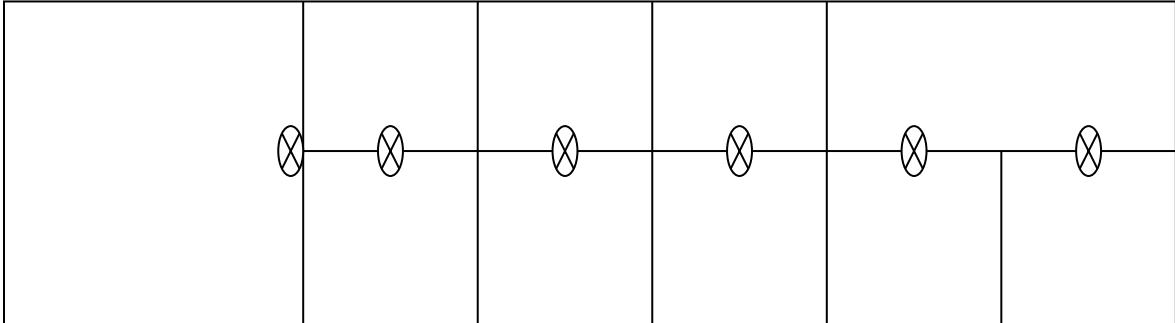
Qty.	Description	Advance Rate	Regular Rate	Total	TERMS & CONDITIONS
120V LIGHTING & UTILITY OUTLETS					Convention Technical Services (CTS) is not responsible for voltage fluctuation or power failure due to temporary conditions including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a CTS technician. CTS will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a CTS technician.
	500 Watt or 5 Amps	125.00	188.00		
	1000 Watt or 10 Amps	222.00	333.00		
	2000 Watt or 20 Amps	296.50	445.00		
	30 Amps (Labor Req.)	CALL FOR QUOTE			
208V 1 PHASE MOTOR & EQUIPMENT OUTLETS					Important: -To receive advance show prices, we must receive your order, along with payment, in full , within fourteen (14) days prior to show opening. All others will be charged at regular rate. -Any connection required beyond the finished outlet will be charged for time and materials. If you have special needs, please contact us in advance of move-in. -Power sharing <u>is not</u> permitted between exhibitors. -Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. -Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing. -Dedicated circuits and 24 hour services will be double the listed price and require a 20 amp outlet. Please double rates. Use * to indicate 24-Hr Outlets. -Refunds will not be authorized if service is installed.
	20 Amp	559.00	838.50		
	30 Amp	668.50	1003.00		
	60 Amp	876.00	1314.00		
	100 Amp	1152.00	1728.00		
208V 3 PHASE MOTOR & EQUIPMENT OUTLETS					Outlet Location & Distribution: -Island Booths: All electrical outlets for island booths will require labor and materials. Distribution and connections of all outlets are chargeable on a time and materials basis. Please complete a utility diagram with main drop, orientation and dimensions. -In-line & Peninsula Booths: All power is delivered to the back line of the booth at no extra cost. Labor only applies to additional distribution, on a time and materials basis. Please complete a utility diagram for outlets off the back line of the booth. -208V & Higher: Electrical labor required. -Unless a scaled floor plan is provided, electrical will be installed as CTS deems necessary or not at all until direction is given.
	20 Amp	745.50	1118.00		
	30 Amp	890.50	1336.00		
	60 Amp	1167.50	1751.00		
	100 Amp	1535.00	2302.50		
	200 Amp	2197.00	3295.50		
TRANSFORMER(S) TO BOOST 208V TO 230V					Jurisdiction: -All under carpet distribution. -All motor & equipment hook-ups requiring wiring connections. -Labor is required to inspect equipment pre-wired to plug into our system. -Installation and/or repair of electrical fixtures. -Installation of electrical motors and electrical apparatus to be energized.
Total Amps:		X \$18.00 / AMP	=		
480V & ALL OTHER VOLTAGES PLEASE CALL FOR ESTIMATE					
LIFT & CREW					
1 HOUR MINIMUM INSTALL & ½ HOUR MINIMUM DISMANTLE					
LIFT & CREW		ST	550.00		
LIFT & CREW		OT	710.00		
FLOODLIGHTS & TRACK					LABOR: ST \$140.00 – OT \$220.00
	150 Watt Flood Light	124.50	187.00		CTS does not determine the move-in and move-out schedule for any event. Hourly rates apply to actual dates and times of install & dismantle. ST – Labor after 8:00am and before 4:30pm, weekdays. OT – Labor before 8:00am and after 4:30pm, weekdays. Weekends & Holidays are also OT.
	Double 150 Watt Flood	208.50	313.00		
	*Overhead/Can/Leko	348.00	522.00		
Overhead light may require labor and lift to install. First focus included. Call for a quote. Lighting Layout Required for Overhead Lights					Office Use Only

Inline or Peninsula Booths:

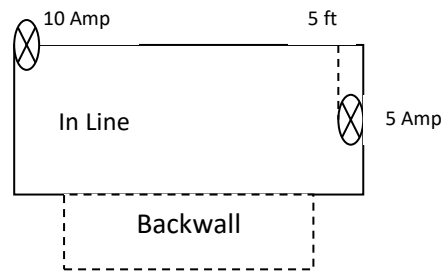
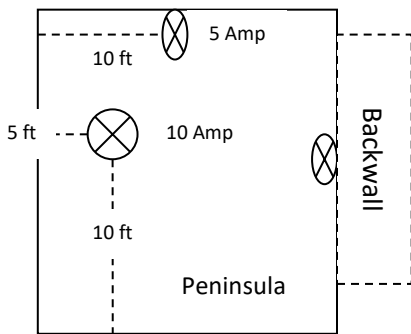
Layouts are only required when outlets are needed at any other location than the back of the booth.

Standard Location:

In Line



Completed Layout:



Thank you for your business!



6455 S. Dean Martin Dr., Suite C * Las Vegas, Nevada 89118
Telephone: (702) 309-8326

Sample Layouts

Island Booth: Electrical layouts are required for all island booths.

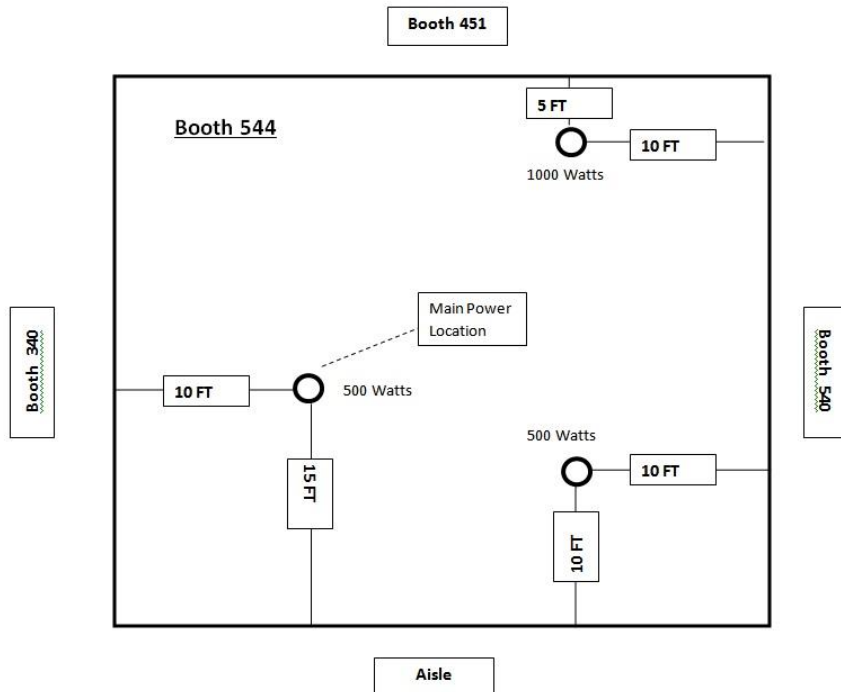
Standard Location:

There is no such thing as a standard location in an island booth. There will be labor and material required to install the outlet ordered. If a layout is not provided, we will place power at our discretion.

What should be on a completed floor plan:

1. Main drop or outlet location. Island booths do not have a back wall so the main location operates as the point which all other power will be distributed from. There can often be many cords or cables in this location so it is often best to be in a closet, under a table or a location out of site.
2. Location of all other outlets. This includes the dimensions where the outlets will be placed. Without dimensions, outlets are likely to end up in the wrong locations in the booth.
3. Power requirements in each location. This can be 500 Watts / 1000 Watts / 2000 Watts or even 10 Amp 208 volt 3 Phase
4. Booth Orientation. This is especially useful for island booths. It helps us understand which side is which in the booth.

Completed Layout:



Las Vegas



LAS VEGAS CONVENTION CENTER EXHIBITOR RESOURCE GUIDE



Facility Contact Information

CONTACT	PHONE
Administration/Convention Services	702-892-2860
American Express Business Lounge	702-943-6990
Food & Beverage Services	702-943-6779
COX Business	702-943-6500
FedEx Office	702-733-2898
Las Vegas Convention Center (LVCC) Main Number	702-892-0711
Safety and Fire Prevention Office	702-892-7413
Customer Safety Department	702-892-7400

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Aerosol Cans

- Aerosol cans containing flammable gases or liquids are prohibited. Only empty containers may be placed on display.
- Flammable liquids, solids or gases are prohibited inside the building unless prior review and approval is obtained.

Americans with Disabilities Act – ADA

- The lessee, its sub lessees and contractors must comply with the ADA as indicated in the lease agreement. All permanent aspects of the facility are the responsibility of the Las Vegas Convention and Visitors Authority (LVCVA). Access to any given show and the services they are providing are the responsibility of the Lessee.
- [Access Las Vegas brochures](#) and [ADA Accessibility Maps](#) are available. Contact your convention services manager (CSM) for copies.
- Under ADA's regulations, the definition of "service animal" is limited to a dog or a miniature horse that is individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.
- Under the ADA, "comfort," "therapy" or "emotional support" animals do not qualify as service animals.

Animals

- Service animals are always welcome. Refer to the Americans with Disabilities Act for the definition of a service animal.
- Permission for any animal to appear in a show or booth must first be approved by show management, then by the convention services manager (CSM).
- It is the animal owner's responsibility to clean up after the animal while on facility property.
- Animals, except for fish, are not allowed in the building overnight.
- A separate certificate of insurance in the amount of \$1 million combined single limit bodily injury and broad-form property damage coverage, including broad-form contractual liability, naming Las Vegas Convention and Visitors Authority (LVCVA) as additional insured must be provided.

Balloons

Show management and your convention services manager (CSM) must approve the use of balloons.

Indoors

- Helium balloons, including columns and arches, must be tethered.
- Helium gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved fire prevention stands with the regulators and gauges protected from potential damage.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- Blimps may not be flown around the exhibit hall.

Outdoors

Moored balloons, including hot air balloons and kites, are permitted on property with the following conditions:

- Must have approval from show management and your CSM.
- Balloons/kites must be moored and can only be used for displays.
- Balloons/kites must not exceed the height of the building.
- Hot-air balloons that are inflated and standing must have an FAA-certified pilot with a commercial rating for lighter-than-air aircraft with the balloon at all times.
- Mylar balloons are prohibited.

Booth Setup

If approved by show management, an exhibitor has the option of contracting the setup of their booth or setting up the booth themselves. If an exhibitor opts to set up their own booth, the individuals doing the setup must be full-time employees of the exhibiting company and able to provide credentials. All persons must comply with the Occupational Safety and Health Administration (OSHA) safety standards at all times.

Broadcast and Publications

- The Las Vegas Convention and Visitors Authority (LVCVA) does not regulate, control, approve or disapprove any broadcast, performance or publication of music, or any other audio or visual presentation.
- The facility retains the right to regulate the volume of any sound, whether it be music, voice, or special or artificial effects to the extent that the same interferes with other lessees within the facilities or is determined to be offensive or otherwise violates the terms or the rules and regulations of the lease agreement.
- If the lessee or an exhibitor wishes to use copyrighted material, it will be necessary to make arrangements with the ASCAP, BMI or SESAC for license to perform such copyrighted music or material, or otherwise qualify for an exemption.
- Contact the following agencies for more information:

American Society of Composers
Authors and Publishers (ASCAP)
Licensing: 800-652-7227
General Information: 800-505-4052
<https://www.ascap.com>

Broadcast Music, Inc. (BMI)
General Information: 800-925-8451
<https://www.bmi.com/>

SESAC
General Information: 800-826-9996
<https://www.sesac.com/>

CBD (Cannabidiol/Cannabinoid)

With the evolution of federal, state, and local laws regarding the display, distribution, sampling, and other consumption of CBD, marijuana, and/or tobacco products, the LVCVA provides the following policies and procedures for guidance and direction.

No edible CBD products may be sold or distributed at the LVCC, including as free samples, regardless of the THC concentration of the products. Non-edible CBD products, such as oils and topicals, may not be sold at the LVCC but may be distributed or provided as free samples on the condition that the product is not adulterated or misbranded in any way. The LVCVA encourages you, on behalf of your exhibitors, to consult with your legal counsel before allowing the distribution of non-edible CBD products. Smoking CBD products at the LVCC is strictly prohibited and violators will be trespassed from the LVCC property.

Event management must actively monitor and prohibit the sale of CBD products, as well as the distribution of edible CBD products, at the LVCC by its exhibitors and show attendees. Failure to comply with this requirement shall constitute grounds to close the show and terminate the lease.

No Synthetic CBD may be produced, distributed, sold, or offered for sale at the LVCC. Synthetic CBD means any cannabinoid that is produced artificially, whether from chemicals or from recombinant biological agents (such as yeast or algae) and which is not derived from a plant of the genus Cannabis.

THC (Tetrahydrocannabinol)

THC, including Delta-7, Delta-8, Delta-10 and any other structural, optical, or geometric isomers of Delta-9, is a Schedule I Controlled Substance under Nevada law. The distribution, sale, promotion or offer to sell, transport, import, or other related acts related to THC is a Category-C Felony.

Event management must actively monitor and prohibit the sale, promotion for sale, distribution, or related acts of THC products, including Delta-7, Delta-8, Delta-9, and Delta-10 products. Failure to comply with this requirement shall constitute grounds to close the show and terminate the lease.

For Information on marijuana, [click here](#)

Chemicals

- All chemicals brought into the facility must be labeled as required by OSHA and accompanied by the applicable safety data sheet (SDS).
- A list of chemicals, including all SDS, must be included with your booth plan submittal to boothplans@lvcva.com.
- Exhibitors are responsible for supplying show management with all chemical information brought into the facility.
- The exhibitor is responsible for the disposal of all hazardous materials. Disposal of hazardous materials is prohibited in the sinks, sewer lines and drains of the facility.
- All chemicals shall be removed from the facility at the conclusion of the show.

Drones/Unmanned Aerial Systems (UASs) Guidelines

UASs – Unmanned aerial systems includes all the following:

- All drone/UAS operators must comply with all FAA requirements.
- UAV – Unmanned Aerial Vehicle
- RPAS – Remotely Piloted Aircraft System
- RC Model Aircraft
- Drone

UASs are allowed to be used indoors or outdoors with the following requirements:

- Exhibitors must have approval from show management.
- A [Drone form](#) must be completed and submitted.
- Drones/UASs carrying weapons are prohibited.
- Drones/UASs must weigh less than 55 lbs.
- Drones/UASs are restricted to within your defined booth space only.

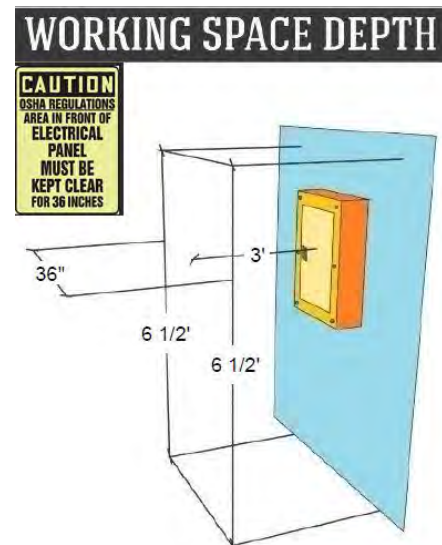
- Drones/UASs are prohibited from flying over-populated areas.
- Drones/UASs must be flown in a fully enclosed area (including ceiling) using netting, plastic or other safety measure. Tethering is not an approved safety measure. Netting should be of a flame-retardant material and must be sturdy enough to prevent the UAS from breaking or escaping the enclosure.
- Drones/UASs are prohibited from flying within 18" of any building structure including sprinklers.

Outdoor Use Without Being Fully Enclosed

- For outdoor use of a drone/UAS that is not operated within a fully enclosed area, please refer to the FAA website for more information. <https://www.faa.gov/uas/>.

Electrical Panels

- Access to all electrical panels must be maintained per NEC and any applicable local fire, building and safety codes.



Emergencies

To report an emergency, call 702-892-7400.

- Customer Safety staff is trained to handle emergency situations. The Customer Safety Department is operational 24 hours a day and becomes the communications center and command post in the event of an emergency.
- The convention services manager (CSM) is responsible for keeping show management and official service contractors (OSC's) informed of decisions relating to emergency events in progress.
- All emergencies should be reported to the Customer Safety Department first.
- Dialing 911 will delay the response by medical personnel who may not be able to find or get to the location of the emergency.
- Report via text message: Text LVCC and your message to 78247.

Exclusive Services

Las Vegas Convention and Visitors Authority (LVCVA) has four exclusive building partners:

Centerplate

Centerplate is the exclusive food and beverage provider for the LVCVA. It is a leading global event hospitality company and it's thrilled to be your exclusive hospitality partner at the Las Vegas Convention Center (LVCC). Centerplate's style is collaborative and the Las Vegas team is delighted to work with you to ensure your experience

at the LVCC is smooth, successful and enjoyable. It's committed to delivering the finest food, amenities and service to impress your guests. Its goal is to provide world-class hospitality for every one of its guests. Please contact Centerplate for more information at 702-943-6779.

Cox Business

Cox Business is the exclusive full-service provider for all Internet, voice and cable TV services at the LVCC.

- Cox Business has exclusive labor rights for all non-electrical cabling under flooring associated with the extension of telecommunications and networking services, which includes, but not limited to, coax, fiber and/or any cabling that transmits voice, data or video. Any violations are subject to a non-compliance fee.

FedEx Office

FedEx Office operates three business centers conveniently located within the building. The business centers are near the main entrance of Central hall, in the Central hall concourse and in the South hall lobby and can assist with a variety of services for your event. Services include consultation on signs and graphics; high-speed/high-volume printing; traditional printing and copying; business cards; posters and banners (including grand format printing); fax services; packing and shipping; computer and internet access; and an array of office supplies. The business center also offers secure storage, coat and bag check, equipment rental and scooter rental.

A FedEx Office team member can consult with you prior to your arrival on property to coordinate all your printing needs in advance of your event. Your sustainability printed materials will be conveniently waiting for you at the FedEx office when you arrive for your event. The business center is open 8 a.m. to 5 p.m., seven days a week; however, hours are subject to change based on event need. Please contact the FedEx Office Business Center at 702-733-2898 for additional information. Or, visit the FedEx website for information and to submit your print projects online.

Exit Signs

- Building exit signs must be visible at all times.
- Any drape, exhibit or convention-related material hung or built near an exit sign must be installed so that the exit sign is not covered. If an exit sign is blocked from the usual sight line, another emergency exit sign must be temporarily installed with a secondary power source.

Fire and Safety Exhibit Guidelines

- For outdoor structure Information please see Outdoor Exhibits.
- All means of entrance and exit must be free from obstruction at all times.
- Each hard wall booth must be a minimum of nine (9) inches from the booth line for access to electrical.
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.

- All fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.
- Exhibit booth construction shall meet the requirements. The upper deck of multilevel exhibits that is greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. The upper deck, if occupied, must have a live load capacity of 100 lbs. per square foot. All materials used in exhibit construction, decoration or as a temporary cover must be certified as flame retardant, or a sample must be available for testing. Materials that cannot be treated to meet the requirements may not be used.
- Construction and demolition of multilevel booths and exhibits require compliance with OSHA fall protection regulations for general industry requirements.
- All electrical wiring must be installed per National Electrical Code® (NEC) standards.
- Use of halogen fixtures must comply with our halogen lamp restrictions.
- Vehicles on display:
 - Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel is limited to one-quarter its tank or five gallons of fuel, whichever is less.
 - At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. Batteries required to demonstrate auxiliary equipment shall be permitted to be kept in service.
 - Auxiliary batteries not connected to engine starting system may be left connected.
 - Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible.
 - External chargers or batteries are recommended for demonstration purposes.
 - No battery charging is permitted inside the building.
 - Combustible/flammable materials must not be stored beneath display vehicles.
 - Fueling or de-fueling of vehicles is prohibited.
 - Vehicles shall not be moved during show hours.
 - 36" of clear access or aisles must be maintained around the vehicle.
 - Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
 - There shall be no leaks underneath vehicles.
- Model/modular home displays in trade shows must be reviewed with the convention services manager (CSM). In addition, a floor plan of the model/modular home must be submitted to the Safety and Fire Prevention Office.
- Vehicles in the building for loading or unloading must not be left with engine idling.
- Except for equipment that uses LPG (propane) or natural gas as fuel, compressed gas cylinders, including LPG (propane), and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the CSM and the Safety and Fire Prevention Office. Overnight storage of LPG (propane), natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG inside and outside the facility. Any use of LPG (propane) on property must be approved prior to arrival by the Safety and Fire Prevention Office.
- When approved, LPG (propane) containers having a maximum water capacity of 12 lb. [nominal 5 lb. LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is in an area, the containers shall be separated by at least 20 feet.
- Any exception to the first two requirements above must be submitted for review and approval by the Safety and Fire Prevention Office and the CSM.

- All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices within exhibit booths shall be isolated from the public by not less than 48 inches (1220mm) or by a barrier between the devices and the public.
- The after-hours, overnight storage of any LPG (propane) container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.
- Propane cylinders awaiting use should be stored in a secured propane storage cage that meets the requirements of OSHA. Storage cages must be secured in designated locations outside of the building.
- No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.
- Use of LPG (propane) outdoors must be approved by the Safety and Fire Prevention Office and the CSM prior to arrival on property. No outside LPG (propane) will be permitted in any areas where building exits discharge or fire department access is required.
- When requested, areas enclosed by solid walls and ceilings must be provided with approved smoke detectors which are audible outside the area of the booth. A fire watch may be required. (See [Multilevel and/or Covered Exhibits](#) for more information.)
- The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet.
- A one-day supply of giveaway disposable lighters may be kept in the booth.
- Exhibitors who plan to demonstrate fuel-burning appliances on property must have approval from the CSM thirty (30) days prior to the event.
- Fireplaces must be listed as ventless or self-venting for indoor use in order to obtain approval for use inside the facility.
- Only enclosed fireplaces will be approved for use, meaning the fireplace must be enclosed with a glass front, or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.
- Screen-front fireplaces will not be approved for use.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.
- Candles may be used for decorative purposes for events with food service (one candle per table) where the candles are supported by/on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials. Candle flames shall be protected and enclosed so that if the candle were to tip over, there would be no risk of fire. The Safety and Fire Prevention Office has final approval to determine if a candle meets the above criteria. Candles may not be left unattended while lit.
- If your booth is demonstrating, sampling or using a hookah, the following items are required:
 - Keep a 5lb ABC (2A:30BC) fire extinguisher at the booth. The fire extinguisher must have a current inspection tag. Extinguishers may be obtained from the show or a local company.
 - A metal (non-combustible) bucket for hot coals.
 - The hookah must be placed on a stable, non-combustible surface (table, stand, stool, etc.). The hookah cannot be placed directly on a carpeted surface.
 - Keep all combustible materials (boxes, plastics, etc.) a minimum of three (3) feet away from the hookah.

Firearms on Display – Trade Shows

- Exhibitors displaying firearms, at a trade show, must notify the convention services manager (CSM).
- All firearms must be disabled to prevent the firing of the weapon.
- Live ammunition is prohibited. Inert or dummy ammunition may be used.
- The exhibitor must contract with a certified firearms expert to inspect and tag the firearms. The tag indicates to everyone viewing the firearm that it has been inspected and is safe.
- During nonexhibit hours, firearms must be secured. Options include cable lock, locked display cabinet, or security guard assigned to the booth.
- Vendors/attendees will not have loaded weapons inside the building or on the show floor unless authorized by the vice president of customer safety or his/her designee.

Floor Plans

Floor plans are required for all areas including exhibit halls, lobbies, meeting rooms, outdoor plazas, parking lots and must be approved.

- Floor plans must be drawn to scale and include all structures, obstructions, exits, aisles and booths.
- Booth and aisle dimensions must be indicated on all floor plans.
- General information to be included on all plans:
 - Name and address of the property
 - Name of the room or location
 - Point of contact with phone number & email address
 - Move-in and move-out dates
 - Type of event (show name)
- Floor plans must be approved by Safety and Fire Prevention and the convention services manager (CSM).
- Submit all floor plans to the Safety and Fire Prevention Office for approval via email at boothplans@lvcva.com. A copy of the approved floor plan will be returned. If denied, reasons will be noted on the returned plan.

Fog Machines

- Use of all fog machines must be preapproved by the Safety and Fire Prevention Office. A demonstration of the fog machine and its intended use must be given to the office at least 48 hours in advance.
- The fog machine must be UL listed or equivalent (for its intended use).
- Fog-generating fluids must be nonhazardous and stored in the original containers that were provided by the manufacturer. The safety data sheet for fog fluid must be sent to the Safety and Fire Prevention Office for approval in advance of the event move-in.
- The SDS must remain in the booth/event location at all times.
- The facility reserves the right to limit the amount of haze produced by a show.

Food and Beverage

The Las Vegas Convention Center's Food and Beverage Division is operated by Sodexo Live! (Formerly known as Centerplate). Our exclusive agreement prohibits outside food and beverage unless approved for exhibiting (sampling size/permits required). The style is collaborative, and the team is delighted to work with you to ensure your experience at the LVCC is smooth, successful, and enjoyable. Committed to delivering the finest food, amenities, and service to impress your guests. Our goal is to provide world-class hospitality for every one of our guests.

Preparation Within Exhibits

Whenever food or beverage is prepared within an exhibit, a [Food and Beverage Sampling/Onsite Preparation Approval form](#) must be completed and emailed to foodprepandsample@lvcva.com. Approval from both Las Vegas Convention and Visitors Authority (LVCVA) and Centerplate must be received prior to finalizing your plans.

Exhibition and Display Cooking

Temporary exhibition and display cooking are only permitted within the limitations given below.

- All cooking appliances shall be listed or approved by a nationally recognized testing agency, e.g., Underwriters Laboratories, Inc., American Gas Association.
- All cooking equipment is to be operated according to the manufacturer's operating instructions. Equipment listed or designed for outdoor use shall not be used indoors.
- All multiple-well cooking equipment using combustible oils or solids and cooking surfaces, i.e., grills that exceed 288 square inches (2' x 1' max.) that produces grease-laden vapors, must have a fire extinguishing system installed and an exhaust duct system complying with the currently adopted Mechanical Code.
- All single-well cooking equipment (deep-fat fryers), operations using combustible oils or solids, shall meet all the following criteria:
 - Metal lids sized to cover the horizontal cooking surface are to be provided.
 - The cooking surface is limited to 288 square inches (2' x 1' max.).
 - The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and fire retardant treated (FRT) plywood. The noncombustible surface must extend three (3) feet in front of the fryer.
 - The fryer is to be separated from all other equipment by a distance not less than twenty-four (24) inches.
 - These cooking displays must be separated from all other combustibles by a distance not less than ten (10) feet.
 - The volume of cooking oil per appliance is not to exceed three (3) gallons.
 - The volume of cooking oil per booth is not to exceed six (6) gallons.
 - Deep-fat fryers shall be electrically powered and have a shut-off switch.
- Other appliances for exhibition cooking shall also be limited to 288 square inches (2 square feet) in area. Examples are induction cooktops, ranges, electric warmer, single burner ranges, or multiple burner ranges.
- A minimum of one (1) Class-K fire extinguisher shall be located within thirty (30) feet of each deep-fat fryer and each grill or other appliance producing grease-laden vapors.
- A minimum of one (1) Class 2A-30BC fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sautéing, braising, stir fry, convection cooking, warming of food, and all other like applications.
- Solid fuels, including charcoal and woods, are prohibited within exhibit halls.

Food Sampling Information

The Southern Nevada Health District enforces regulations for the sampling of food during trade shows.

[A Food and Beverage Sampling /Onsite Preparation Approval form](#) must be completed by exhibitors who are giving away free food or beverage and emailed to foodprepandsample@lvcva.com. Approval from both Las Vegas Convention and Visitors Authority (LVCVA) and Centerplate must be received prior to finalizing your plans.

Once the form has been submitted, a member of the Centerplate management team will contact you.

- All items to be given away are limited to sample sizes.
 - Nonalcoholic beverages: 3 oz.
 - Food items: 2 oz.
- Any food or beverage items not directly manufactured by the exhibitor must be purchased from and supplied by Centerplate.
- If sampling of open food or beverage is conducted at a booth, both a hot-water hand-washing station and a sanitizing station will be required.
- Hand-washing and sanitation stations may be purchased through Centerplate or provided by the exhibitor. If provided by the exhibitor, contact the [Southern Nevada Health District](#).
- Hot water for hand-washing will be provided by Centerplate. Hot-water refill station(s) will be available on the show floor. Check with show management for the location(s).
- If any alcoholic beverages are to be served, exhibitors must contact Centerplate and follow the Nevada Department of Taxation guidelines regarding liquor at trade shows. All alcoholic beverages must be served by a Centerplate bartender, TAM certified. Some exceptions may apply.

If you have any questions, contact Centerplate at 702-943-6779 or email exhibitorcateringlvcc@centerplate.com.

Freight

- All freight, interior and exterior, must remain 3 feet away from all brick, block and masonry wall.

GBAC Star Accreditation

The LVCC is also among the first convention centers in the nation to receive the prestigious GBAC Star Accreditation Program, an accreditation that establishes gold standard cleaning, disinfection and infectious disease prevention protocols that meet or exceed the industry's highest standards of cleanliness for pathogens like the novel coronavirus.

This third-party accreditation focuses on:

- Having the best procedures in place that will uphold strict cleaning protocols for infectious disease
- Making handwashing facilities and/or sanitizing systems easily accessible to everyone
- Masks and social distancing mandates and recommendations that help prevent the spread of infectious diseases
- The proper training of employees to carryout preventative measures and reporting functions
- The effective use of approved disinfectant chemicals and delivery systems to ensure everyone's safety

- Response protocols for skilled professionals to address potentially infected people and/or places within the facility
- Responsible contact person overseeing the execution of the cleaning plan and communication protocols

Gaming/Raffles

- For raffle/gaming inquiries, please contact the Nevada State Gaming Control Board at 702-486-2020. <https://gaming.nv.gov/>

Hand Carry

- Exhibitors may hand carry their merchandise from their vehicle.
- All vehicles must be parked in a parking lot; curbside parking is not allowed.
- The use of hand carts and dollies is not allowed.

Health & Safety Protocols

At the Las Vegas Convention Center (LVCC), the health and safety of our employees and guests is paramount. Our plan outlines our initiatives for cleaning and sanitation, employee training, partner and vendor protocols, food and beverage service, convention center guidelines and our recommendations for a safe and successful meeting.

We are closely monitoring government mandates and policy changes, Centers for Disease Control (CDC) guidelines and public health advancements and will continue to make changes to these protocols as necessary. All LVCC areas will be compliant with local or state mandated occupancy limits. Please see our current posted Health & Safety Protocols at [Vegasmeansbusiness.com](https://vegasmeansbusiness.com)

Hot Works

Hot works is any activity that creates sparks or uses open flame, including, but not limited to, brazing, soldering, cutting, arc welding, oxy-fuel gas welding, hot taps and torch applied roofing or flooring, or any activity that creates sparks.

Any hot works activity used for the installation/dismantling of a show, MUST be preapproved by the Safety and Fire Prevention Office. The office will issue a hot works permit to the person/persons performing the hot works. The permit will be valid for one shift or until the completion of the project, whichever is first. The permit is job specific and may not be transferred to another task or carried over to the next shift.

The following will be required of the person/persons performing the work:

- Before beginning work, the work area shall be visually observed by the person performing the hot works and the person issuing the hot works permit. The permit tag checklist shall be completed jointly, then signed by the worker and the person issuing the hot works permit. The hot works site will be inspected for:
 - Removal of flammable materials from the area;
 - Clear of combustible materials and/or ensure combustible materials are protected;
 - Ensure floor and wall openings are protected;
 - Ensure floors and surfaces are swept clean of dust and debris;
 - Walls and partitions are non-combustible or protected;
 - Determine the number and locations of fire watch and fire extinguishers

- The hot works permit tag shall be posted in the area of the work activity in a plainly visible location for the duration of the work.
- No hot works activities will be allowed when the fire protection system covering that area is out of service.
- No welding, cutting, grinding or heating activities shall be performed where the applications of flammable paints or other compounds, or heavy dust concentrations create a hazard.
- All hot works shall require at least two persons: one conducting the hot works activity, and one to function as a fire watch. The entity conducting the hot works activity shall provide the fire watch.
- The fire watch shall continue for a minimum of 30 minutes (up to a maximum of three hours) after the conclusion of hot works activities. The duration of fire watch shall be determined by the Safety and Fire Prevention Office based on the hazards associated with the hot works activity.
- Hot works conducted in areas not observable by a single person (i.e., multiple levels where sparks and slag can fall to a lower unobserved level) shall have additional personnel assigned to fire watch to ensure that all exposed areas are monitored.
- Individuals designated to fire watch duty shall have fire extinguishers of at least 10 lbs. ABC dry chemical readily available. The entity conducting the hot works activity shall provide the extinguisher.
- Fire watch persons will have recent training in fire safety, fire extinguisher use and emergency reporting.
- Persons assigned to fire watch duty shall understand emergency reporting procedures and have means to contact the control center.
- At the end of the shift or completion of the work, the area shall be inspected by worker(s) and/or fire watch and found to be free from sparks, fire, smoke, etc.
- When the work has been completed (including the required fire watch period), the released hot works permit shall be signed off by the person responsible and delivered to the Safety and Fire Prevention Office.

Unless special conditions exist, no permit is required when performing hot works in a welding shop or other area specifically designed for these functions.

When hot works is performed during a show or event, a hot work permit must be obtained from the Clark County Department of Building & Fire Prevention. [Clark County Permit](#)

Please contact the Safety and Fire Prevention Office for additional information at 702-892-7413.

Marijuana/THC

No marijuana products, including flowers, seeds, concentrates, topicals, or edibles, may be sold, displayed, or distributed, including as free samples, at the LVCC. Smoking or consuming marijuana products at the LVCC is strictly prohibited and violators will be trespassed from the LVCC property.

Event management must actively monitor and prohibit the use, sale, display, or distribution of marijuana products at the LVCC by its exhibitors and show attendees. Failure to comply with this requirement shall constitute grounds to close the show and terminate the lease.

For information on Cannabidiol (CBD) [click here](#)

Meeting Rooms

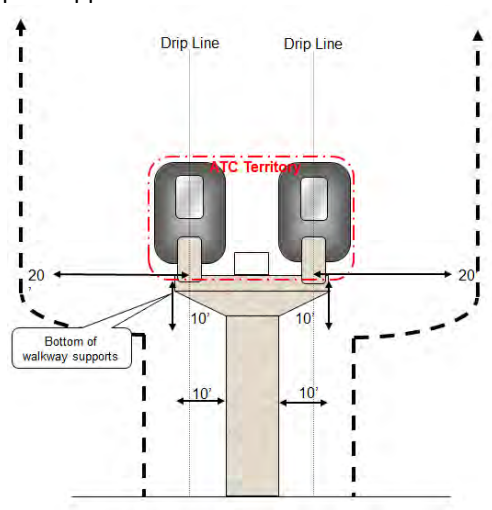
- Carpeting/flooring can be placed on top of building carpet in the meeting rooms with permission from the convention services manager (CSM). Visqueen must be used between the building carpet and the carpet being installed. Use only nonresidue tape.
- When moving freight or equipment in these areas, carpet must be protected by the use of visqueen. Forklifts and electric carts are not permitted on the second or third floor. All freight and materials must be moved via pallet jack or hand cart by the official service contractor (OSC).
- Exhibitor crates and pallets must be placed on visqueen.
- Nothing may be affixed to meeting room ceilings, walls, or doors.
Structures erected in meeting rooms may not have any type of ceiling. Exceptions to this are West Hall flex rooms as follows: W102-W110, W203-W212, W228-W233, W303-W310 and W322-W327.
- All structures must be at least 18 inches below fire sprinkler heads.
- Fire extinguishers, exit signs or exits may not be blocked or obstructed.
- Meeting rooms used for exhibits must have approved floor plans. Submit all plans to boothplans@lvcva.com.
- Closets in meeting rooms are for Las Vegas Convention and Visitors Authority (LVCVA) use only.
- Meeting-room air walls will be moved only by LVCVA staff. Air walls must be configured prior to laying carpet over building carpet.
- Electrical service is limited to installed plugs/Crouse-Hinds show power receptacles and floor boxes in each room. (See below for listing of available show power.)
- Cables and wires must be routed above doorways – not across the threshold.

Meeting Room Equipment – Provided

- The following equipment is provided at no charge and is available to the extent of inventory, with the exception of bleachers/tiered seating:
 - **Bleachers/Tiered Seating**
Please contact your CSM for details.
 - **Chairs**
Chairs are the gray stacking type and available for meeting room sets. At the base, chairs are 20 x 20 inches.
 - **Easels**
Easels are available upon request. Note: Easels are not the type that will hold a flip chart.
 - **Lecterns**
Standing only with gooseneck light, power strip and LVCVA logo sign with space for Custom Logo - Cardboard "Card Stock" 17" Wide By 12" Tall.
 - **Microphones**
Wired microphones (lectern/microphones, lavalieres, aisle and table microphones). NOTE: Wired mics are patched into the rooms overhead sound system via an audio mixer unless other mixer arrangements are made in advance.
 - **Risers/Staging**
Panels are 4' x 8' and are available in heights 16", 24", 32", and 36"-52" in 2" increments.
 - **Tables**
Table sizes are 8' x 18", 8' x 30" and 6' rounds; all 30" high. Tables are hard plastic and gray in color. They do not come draped or skirted.

Monorail – Limits of Approach

If a client is leasing space in the parking lots or using other outdoor space, the convention services manager (CSM) must be apprised of plans for these areas. There are established "Limits of Approach" with respect to the area surrounding the monorail system. To ensure a safe working environment, work within this area is not permitted without prior approval.



The Limits of Approach Are Defined as Follows:

- Within 10 feet horizontally of a monorail column, from ground level up to a distance of 10 feet vertically down from the bottom of the walkway supports that run the length of the guide way
- OR
- Within 20 feet horizontally of a Las Vegas Monorail Station or the drip line on the monorail guide beam from a height of 10 feet below the bottom of the walkway supports upward. The drip line is the line that extends through the center of the monorail guide beam into the dynamic envelope of the automatic train control (ATC) territory. The area of concern extends from the ground up to and beyond the guide way due to the danger of objects falling into ATC territory from above.

Multilevel and/or Covered Exhibits (Indoor)

- See next section for [Multilevel and/or Covered Exhibits \(Outdoor\)](#)
- It is the responsibility of the exhibitor appointed contractor (EAC) and anyone erecting a structure to ensure that all rules within this section are followed. The EAC has the responsibility to work with the client to ensure booth plans, as required by this section, are submitted to the Safety and Fire Prevention Office no later than thirty (30) days before the first day of move-in for the event. Plans used for prior shows must be resubmitted for approval each time for the upcoming show.
- Multilevel or covered areas – Definitions:
 - Multilevel – Any occupied second story or greater, which is accessible by an approved means of egress.
 - Covered Area – Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor. This will include single-story exhibits with ceilings, upper-deck exhibits, roof, overhead lighting installations, and any materials hanging or installed overhead that are not recognized as acceptable for use under fire sprinkler systems by fire code.

- Means of Egress – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
- Multilevel or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed under the entire area and every level of the exhibit only when the following conditions apply:
 - The exhibit is used in an event where the duration is seven (7) calendar days or longer.
 - The exhibit contains display vehicles.
 - The exhibit contains open flame.
 - The exhibit contains hot work.
- Any upper-deck area to be occupied must have an approved plan with an engineer stamp registered in the state of Nevada.
- Multilevel areas that are greater than 300 square feet or will occupy more than nine persons shall have at least two remote means of egress.
- Means of egress shall be of an approved type and constructed to the requirement of the code.
- Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.
- Exhibits with multilevel or covered areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area.
- Any single-level exhibit over 1,000 square feet or exceeding 300 square feet of contiguous covered area (see “covered area” definition above) and all multiple-level exhibits must submit a booth plan to the Safety and Fire Prevention Office for approval. Plans must be submitted in CAD format via email to boothplans@lvcva.com.
- Under certain circumstances, it may be deemed necessary by the Safety and Fire Prevention Office to require a fire watch for an exhibit.

Multilevel and/or Covered Exhibits (Outdoor)

All outdoor exhibits are subject to Clark County Building and Fire Codes. It is the responsibility of the exhibitor EAC to ensure all codes are met pursuant to Clark County Code sections 22.02, 22.04, and Clark County fire code section 13.04.

Clark County Fire permit is required when:

- Temporary structure is greater than 2,500 square feet and less than 7,500 square feet that is constructed outdoors. Drawings prepared by a registered design professional with 3rd party inspections will be required for the permit

Clark County Building Permit is required when any one or more of the following conditions are present:

- Single story structures greater than 7,500 square feet
- Multi-Level with occupancy on an elevated level or has an occupied level 45 feet or more above finish grade
- Has an occupancy over 1,000 persons
- Is connected to and received structure support from an existing building

Nevada Department of Taxation

- The Nevada Administrative Code (NAC) 372.180 states that the promoter or organizer of an event allowing any retail sales on the show floor has the responsibility to collect and remit the taxes for its respective event.
- Please contact the Nevada Department of Taxation at 702-486-2300 for further details.

Nonsmoking Policy

- There is no smoking within the building, within 25 feet of any entrance, and there will be signage outside of every entrance with the no-smoking policy.

Electronic cigarettes, electronic vaping devices, personal vaporizers, etc., are not permitted within the facility.

Outdoor Exhibits

- Parking lots used for exhibits that will have tents, pavilions, trailers or sprung structures must have a 24-foot perimeter aisle for fire and emergency vehicle access.
- Outdoor exhibits must have an approved floor plan. Booths that have tents, pavilions, trailers or sprung structures must be on a 10-foot-wide aisle.
- Temporary restroom facilities may be required for outdoor exhibits.
- Open trash containers/boxes are required when parking lots are used for exhibits. If containers are ordered through the facility, lessee will incur trash removal charges.
- For any temporary assembly structures see [Multilevel and/or Covered Exhibits](#) (Outdoor)
- All banner material used outside must be made of mesh material (a minimum of thirty (30) percent pass through) or slatted to allow for air to flow through.
- Installation and dismantling of tower cranes require a 300-foot clear zone. All tower cranes require FAA approval.
- If pouring a sub-floor made of concrete onto the asphalt, visqueen must be used under the pour and the surrounding area. Bonding agents are prohibited.
- All other poured concrete requiring framework (curbing, walls, etc.) will use sixteen (16) penny nails with wire to mount and secure all batter board, bracing, etc. in asphalted areas. Square, round or other standard stakes are not permitted to secure framework in asphalted areas. Mechanical forms are preferred. LVCVA exterior engineers are available for clarification.
- Reference Food Preparation Within Exhibits for information on exhibition and display cooking.
- Reference Fire and Safety Exhibit Guidelines for information on propane usage and storage.
- Any fuel storage greater than ten (10) gallons of gasoline or sixty (60) gallons of combustible liquid (e.g., diesel) on property will require a [Clark County Permit](#).
- Las Vegas Convention and Visitors Authority (LVCVA) management reserves the right to make any changes on site that are deemed necessary without advance notice, for safety concerns.

Tents and Canopies

All outdoor tents and/or temporary structures must be installed by facility approved exhibitor appointed contractors (EAC's) and must submit and receive an approved staking plan before staking can occur. Staking plans should be submitted thirty (30) days prior to staking@lvcva.com.

- All tents (a structure that is covered with a soft top and soft sides) greater than 400 square feet require a [Clark County permit](#). They must also have a 2A40BC fire extinguisher that has a current Nevada state inspection tag.
- All canopies (covered with a soft top but no sides) greater than 700 square feet require a [Clark County permit](#). They must also have a 2A40BC fire extinguisher that has a current Nevada state inspection tag.
- Self-installed pop-up canopies requiring either weights or stakes must be lowered every evening at close of show and, depending on weather conditions, may need to be taken down; to be determined by facility on site.

Staking

- All staking needs to be drilled; no hand staking is permitted.
- Anchoring or staking into concrete is prohibited property wide.
- Trenching or digging is not allowed into the asphalt without the prior approval from a convention services manager (CSM); please contact staking@lvcva.com for approval.
- Final on-site staking approval must be obtained by the Facility Maintenance Department before any drilling and staking may begin.
- The asphalt must be returned to its original condition. LVCVA standards are:
 - Backfill existing hole(s) with clean, fine-type sand. Tamp to within four (4") minimum of grade surface.
 - Fill rest of hole(s) within a half inch (.5") of surface with fine aggregate-type patching asphalt and tamp until solid.
 - Cover areas approximately two inches (2") around patched hole with a good grade of plastic-type asphalt sealer with a maximum drying time of two (2) hours.
- Staking in the Orange lot is limited and strictly enforced.
- West Hall - All staking will not exceed 40" in depth. If additional anchoring is necessary, weights will be required.
- Staking in Yellow lot is prohibited.

Truss Structures

- All truss structures require plans to be submitted to Safety and Fire Prevention ninety (90) days in advance and must meet American National Standards Institute (ANSI) regulations E-1.21. Depending on size, attachments and weight, facility may require a third-party engineer's stamp of approval. The engineer's stamp of approval must include wind load and seismic load. This will be at the exhibitor's expense. Please send to boothplans@lvcva.com.
- If an exhibitor has their own ballast (weight), but it is deemed insufficient by the facility, they must procure additional ballast from a local source and/or the show's official service contractor (OSC) at their own expense.

Parking

- The current parking fee is \$10 per space, with in and out privileges. Cash or credit cards are accepted. Anyone leaving the property and planning to return the same day can show their paid parking receipt for reentry. Reentry is subject to availability.
- Vehicles taking up more than one standard parking space will be charged accordingly upon entry.
- Overnight parking is prohibited on property. Vehicles left on the property overnight will be towed at the owner's expense.

- Privately owned, enclosed vehicles (e.g., box vans, RVs, enclosed trailers, etc.) are permitted to park in the Bronze and Platinum lots when available. Vehicles must fit within two parking spaces, lengthwise.
- Individuals with special parking situations or concerns should inquire at the Traffic Office for assistance at 702-892-7400.
- All parking attendants and traffic control personnel will be provided by Las Vegas Convention and Visitors Authority (LVCVA) for standard traffic operations.
- Vehicles must be parked in a marked parking space.
- Paid parking dates are determined by building activity. If other shows are in the building at the same time, paid parking could be in effect during your move-in/move-out period. Check with your convention services manager (CSM) for paid parking dates.
- Your CSM will provide fifteen (15) complimentary show staff parking passes.

Parking Lots

- When lots are used for a special event or exhibits, see [Outdoor Exhibits](#) guidelines.
- When parking lots are leased for exhibits and special events, a floor plan must be submitted for approval.
- Show management is responsible for providing contract security.
- Staking plans must be submitted to your convention services manager (CSM) prior to any staking/drilling in the parking lots.
- Staking in Yellow lot is prohibited.
- Contract cleaners, selected by show management, are responsible for cleaning the lots.
- When lots are used for driving demonstrations, racing events or vehicle performance demonstrations, contact your CSM.
- The south and west perimeter of the Platinum lot must remain clear 28 feet from fence line. Only private vehicles will be permitted in that area.

Permits

For assistance with Clark County Building and Fire Prevention permitting, contact the Safety and Fire Prevention Office at 702-892-7413 or boothplans@lvcva.com.

Permits from Clark County Building and Fire Prevention are required for the following:

- Temporary outdoor tents and membrane structures over 400 square feet
- Canopies more than 700 square feet
- Hot works
- Spray and dipping booths
- Cryogenic fluids
- Compressed gases
- Mobile fueling of vehicles/fuel storage
- Open flames and candles not used for food warming
- Open-flame torches
- Flame effects and pyrotechnics
- Carnivals

- Outdoor Multi-level structures
- Outdoor structures over 2,500 square feet
- Structures have occupancy over 1,000
- Structure is connected to and received structural support from an existing building

Clark County Building and Fire Prevention also provides blanket permits for multiple exhibitors applying for the same permit at the same show for: hot works, spray and dipping booths, cryogenic fluids, and compressed gases. Blanket permits must be submitted to Clark County Building and Fire Prevention office by show management. [Clark County Permit](#)

Personal Mobility Devices

The use of Segways, skateboards, hover boards, scooters and all other devices not approved as ADA required mobility devices are not permitted on property.

Pyrotechnics and Special Effects

- Pyrotechnics within the general exhibit space by exhibiting companies is strictly prohibited by the Clark County Department of Building & Fire Prevention and Las Vegas Convention and Visitors Authority (LVCVA).
- Pyrotechnics for special events (show opening, ribbon cutting, etc.) presented by show management may be permitted with the approval of the Safety and Fire Prevention Office and the Clark County Department of Building & Fire Prevention. Any pyrotechnic activity must comply with NFPA 1126 and be approved and permitted by the Clark County Department of Building & Fire Prevention.

Show management is responsible for providing [Clark County Department of Building & Fire Prevention](#) with the written plan of operations within sixty (60) days of the scheduled event date. Please contact the fire inspector directly via mail or telephone:

Clark County Department of Building & Fire Prevention
 Fire Prevention Bureau
 4701 W. Russell Road
 Las Vegas, NV 89118
 Telephone: 702-455-7100 Fax: 702-735-0775

- Forward a copy of the plan and permit to your convention services manager (CSM) within thirty (30) days of the scheduled event. After a permit has been granted, the permittee shall keep the plan available at the site for Safety and Fire Prevention inspectors or other designated agents of the authority having jurisdiction.
- Fire detection and life safety systems shall not be permitted to be interrupted during the operation of pyrotechnic effects.
- Exception: Portions of fire detection and life safety systems shall be permitted to be interrupted during the operation of temporarily installed pyrotechnic effects when the following conditions are met: (a) Approval of the authority having jurisdiction is received. (b) Approval of the owner or owner's agent is received. (c) An approved fire watch capable of directing the operation of all fire detection and life safety systems installed in the building is present.
- Pyrotechnic devices and materials used indoors shall be specifically manufactured and marked for indoor use by the manufacturer.

Roof Access

- Anyone requiring roof access must obtain approval in advance. To do so, submit [roof access form](mailto:conventionservices@lvcva.com) to conventionservices@lvcva.com.
- Once written approval has been given, go to the Facility Support office (near freight door 12) on the specified installation date to complete the process.
- Roof access is by appointment only. Standard appointment times are available seven (7) days a week between the hours of 7:30 a.m. to 3:30 p.m.
- A current driver's license or valid state ID, ESCA/WIS ID, or trade union badge will need to be surrendered before any pass is issued
- Facility Maintenance staff will escort persons desiring roof access and unlock the associated roof hatch.
- Items placed on the roof must have the contractor's name, booth number and show name.
- Anyone accessing the roof without a pass will be trespassed.
- Access to the roof areas via lift is restricted to designated areas and must have prior approval from Facility Maintenance.
- Fall protection must be used when required by OSHA.
- Foot traffic over roof surfaces must be via mats where provided.
- Penetration of the roof surface is prohibited.
- Disconnecting of roof drains for any reason is prohibited.
- Show-related equipment must be removed during move-out of the show.
- Individuals blocking or taping open any roof access doors will be trespassed from property.
- Satellite pads are available on the roof of halls C1-C5, N1-N4, and S3-S4.
- Roof access passes expire at the end of each day. No work is permitted on the roof during inclement weather or after dark.

West Hall Only

- Roof access is limited to installation of satellite/antenna installation. Two designated loading platforms are available, roof access will only be authorized for the roof hatch immediately below the loading platforms. Those granted roof access must remain on the loading platforms, anyone found outside of the platforms will be trespassed. All cabling/wiring will be routed via only the designed and installed roof penetrations, no cabling/wiring will run thru the roof access door, and no cabling/wiring can run across the roof from one platform to the other. Once loading platforms are determined to be at maximum use, no additional roof access will be granted.

Satellite/Antenna Installation

- Equipment installation requires roof access form.
- Cox Business has exclusive rights for all cable runs.
- All satellite dishes must be placed on a three-quarter -inch (3/4") carpeted piece of plywood.
- Equipment can only be mounted on roof platforms, and not on any other roof surface.
- The mounting of equipment on antenna masts is permissible where available. Contact your convention services manager (CSM) for further information.
- Roof walkways must be used when available.
- Satellite dish size is restricted to one meter (39 inches) with no exceptions.
- Installer is responsible for removal of satellite and any debris after the show or event concludes.

- The use of sandbags or cinder blocks is prohibited.
- Cable may not be laid through roof hatches.
- Aluminum-clad flooded jacketed cable is not permitted.

Security

- The Customer Safety Department is responsible for the overall safety and security of the buildings and grounds. The department is available 24/7 at 702-892-7400.
- Show clients must furnish a staffing security plan to Las Vegas Convention and Visitors Authority (LVCVA) Customer Safety Department at securityplans@lvcva.com thirty (30) days before the first move-in day of the event to ensure ample time is allotted for review and revision.
- As part of the staffing plan provided, a Health and Safety plan must also be submitted prior to the event and should include the following Information:
 - Health and Safety protocols for attendees, exhibitors, official show contractors specifically listing occupancy control measures, social distancing strategies, PPE requirements and symptomatic checking.
 - Specific cleaning and sanitizing strategies from cleaning contractor
- Contracted security services working at the Las Vegas Convention Center (LVCC) must be current on all EAC permit requirements. Contract security companies must be licensed by the state of Nevada Private Investigators licensing board to conduct business as a private patrolman per Chapter 648 of the Nevada Revised Statutes.

Contract Security Standards of Performance

These standards of performance are distributed to all approved contract security companies that work at the (LVCC) to ensure the safety and security of all events. Violations of these standards may be documented by the Customer Safety Department and made available to the client.

- No person employed by or otherwise associated with any contracted company, vendor or other entity working on property, shall remove any product, material, or other items from the buildings, freight yards or service roads, without the written permission of the vice president of customer safety or his/her designee. This is to include material that is discarded, abandoned or given away. Any person in possession of such described material shall be presumed to be in possession of stolen property, regardless of the material's condition or usefulness, and will be subject to permanent trespass from the LVCC and subject to arrest. Possession includes the movement of property into any parking lot or vehicle. Exceptions include a person's verifiable personal property, such as items necessary to perform one's job, lunch containers or clothing.
- Carts shall not be allowed within any parking lot except for such times as the lot is leased as exhibit space. Exceptions require the approval of the vice president of customer safety or his/her designee.
- Guards will display their Nevada PILB card on the front of their uniform AT ALL TIMES while on property.
- Guards will be properly groomed, neatly dressed in an approved uniform, and be readily identifiable to others.
- Guards must be briefed as to their duties at any particular post.
- Guards must be positioned on post in the most effective location to achieve the mission of that post.
- Guards must be alert and proactive in their duties AT ALL TIMES.
- Guards must check for identification and deny access to those individuals without appropriate identification.

- Guards are expected to interact with the public from a standing position. One highchair, provided by the official service contractor (OSC), may be placed at each post for occasional relief periods. Low chairs are not permitted at any post.
- Guards are limited to one small bag for personal items at their post. All bags subject to search at any time.
- Guards shall not have their personal vehicles on post.
- Civilian coats, jackets or hats must not be worn over the uniform.
- Use of portable electronic devices must never distract a guard from his/her duties. Use must be limited to brief periods. Playing of games, videos or audible sounds is prohibited on post.
- Reading of books, newspapers or magazines is prohibited on post.
- No sleeping, smoking, eating, or drinking (except water) on post. SLEEPING GUARDS WILL BE REMOVED FROM THE PROPERTY INDEFINITELY.
- Guards must remain on post until relieved or until “walk-off” time.
- Contract security will remain posted in accordance with the submitted and approved security staffing plan until move-out is completed.

The following information is provided to assist the client/contract security company in preparing a successful security placement plan to be reviewed by the vice president of customer safety

Lobby Doors:

- The glass doors at the lobby entrances do not usually require the posting of contract security guards.

Concourse doors (hinged and roll-up doors accessing exhibit halls from the lobby and concourse areas):

- A minimum of one guard should be placed at each ingress/egress door.
- It is highly recommended that a rover guard be assigned to monitor all concourse doors to watch for propped doors or unauthorized entries.

Meeting Rooms and Meeting Room Corridors:

- Requirement of a security presence will be based on use and activity.

Perimeter Doors:

- During event activity hours when the exhibit hall is occupied, a minimum of one guard will be posted at designated event ingress and egress points.
- During off-hours, guards are required to be posted at perimeter and concourse doors that are designated as entry points after show hours and overnight.
- During move-in/move-out, guards must be posted for any/all perimeter opened doors.

Freight Doors:

- Security must be posted for any/all opened freight doors, including one guard per each opened freight door. This applies to move-in, show, move-out.
- Freight doors will not be opened unless contract security is posted.
- Freight doors will be closed if found to be without posted contract security.

Parking Booths:

- If permission is granted to use LVCVA parking booths, the contract security company is required to maintain housekeeping standards. Failure to maintain housekeeping standards may result in denying future requests to use the booth.

Designated Trash Doors:

Each exhibit hall has a designated trash door. The doors are clearly marked with signage and a flashing blue strobe light above the door. Contract cleaners are restricted to using these designated doors when removing trash.

- Designated trash door locations:
 - Central halls: Walk-through doors at freight doors 4 and 7
 - North halls: Walk-through doors at freight doors 18 and 24
 - South halls: Walk-through doors at 26, 34, 43 and 52
- Customer Safety will not unlock a trash door unless a contract security guard is posted. For a greater level of security, two guards are recommended with one positioned inside, the other outside to verify the direct transport of containers to the nearest compactor/dumpster.
- Customer Safety will immediately lock any trash door that is found with no guard posted.
- All trash containers are subject to search.
- Contract security guards posted at trash doors should be directed to conduct visual checks of carts (whales) to look for possible stolen property.

Breaker Ratio:

- A minimum of one supervisor or person designated as the group leader is required for every six guards on duty.

Photo IDs:

- All official trade associates and/or member affiliates, including but not limited to building employees, union workers, or contractors needing access to exhibit halls, will be required at all times to display photo identification.
- This badging requirement does not apply to show staff, attendees or exhibitors who will continue to receive badges directly from the show/lessee.
- Contract security guards are expected to screen persons entering controlled areas for the required photo IDs. Customer Safety will support contract security guards in this enforcement as needed.

Booth Guards:

- Booth guards must be hired from a state-licensed, EAC-approved/permitted company. Exhibitor staff or other unlicensed persons cannot perform security functions.
- Approved booth guards must carry written authorization from their employer confirming assignment to the booth to include date and times of assignment.
- Exhibitors utilizing booth guards must complete and submit the Armed Security Guard form.

Shipping & Receiving of Exhibitor Materials/Product

- The facility is unable to accept any goods shipped to the building for show management or any exhibiting company. Your official service contractor (OSC) will handle the shipping and receiving of all goods.

Sound Levels

- Las Vegas Convention and Visitors Authority (LVCVA) retains the right to regulate the volume of any sound, whether it be music, voice, special or artificial effects to the extent that the same interferes with other lessees within the facilities.

Sustainability

Las Vegas Convention and Visitors Authority (LVCVA) is committed to building on its current successes and maintaining a proactive approach toward future sustainable activities such as recycling, green purchasing, education, and conservation programs.

Through our business operations – during both building events and the LVCVA daily employee administrative activities -- we are committed to minimizing waste and conserving natural resources.

Greener Meetings and Events

We partner with show producers, building clients, business partners and contractors to:

- Maximize recycling of excess materials, including carpet, techno trash, cables and more.
- Utilize eco-friendly cleaning products.
- Offer plant-based food options which can reduce carbon emissions and waste byproducts.
- Connect building clients with local community organizations, charities and nonprofits which can benefit from corporate social responsibility initiatives.

Greener Operation Strategies, 365-days a year

The LVCVA has implemented initiatives in the convention center that minimize waste and maximize resources not only during active building events, but all year long.

We Save Energy

- Reducing lighting intensity by 50% during event move-in/move-out periods.
- Powering off escalators on low-traffic days.
- Converting lighting fixtures to energy-efficient LED lamps.

We Conserve Water

- Utilizing low-flow toilets in nearly 100% of all bathrooms.
- Installing desert landscaping throughout the grounds, saving more than 1 million gallons of water annually.
- Using products certified by the [EPA WaterSense program](#), which use less water and save energy.

We Reduce Waste

- Using a dual-stream process that captures mixed recyclables (paper, plastics, metals, reusable dishware), diverting items from trash receptacles.
- Practicing environmental purchasing, in which the LVCVA evaluates the environmental and sustainability of the property it purchases. In addition, used equipment that is no longer viable to operation is auctioned to local vendors who may benefit from their use.

We Reduce Emissions

- The Las Vegas Monorail connects the Las Vegas Convention Center (LVCC) to six stations along Las Vegas Boulevard.
- RTC Transit provides services for conventions as well as regular stops near the LVCC.
- Taxis and rideshare services are available during events.
- The LVCVA utilizes electric-powered carts and propane fueled carts and lifts on the Las Vegas Convention Center campus.

On The Horizon

Moving forward, LVCVA is committed to building on current successes and maintaining a proactive approach towards future sustainable activities. As we continue to experience growth within our industry, we anticipate an

even greater need to explore sustainable options and remain committed to our stakeholders, customers, and community.

Please see [Sustainable Event Planning Best Practices](#) for assistance with sustainable meetings or [click here](#) for more information.

Tobacco

No cigarettes, smokeless products made or derived from tobacco, or any alternative nicotine product may be sold or distributed, including as free samples, at the LVCC.

For events open to the public, smoking tobacco products in any form including, but not limited to, cigarettes, cigars, pipes, and electronic smoking device, at the LVCC is strictly prohibited. Violators will be trespassed from the LVCC property.

For those events that are not open to the public, which are produced or organized by businesses relating to tobacco or a professional association for convenience stores, and which involve the display of tobacco products, the LVCVA may permit exhibitors, presenters, and attendees to smoke tobacco products at the LVCC but only with the LVCVA's express, written permission and only in designated areas of the LVCC as outlined in the lease agreement.

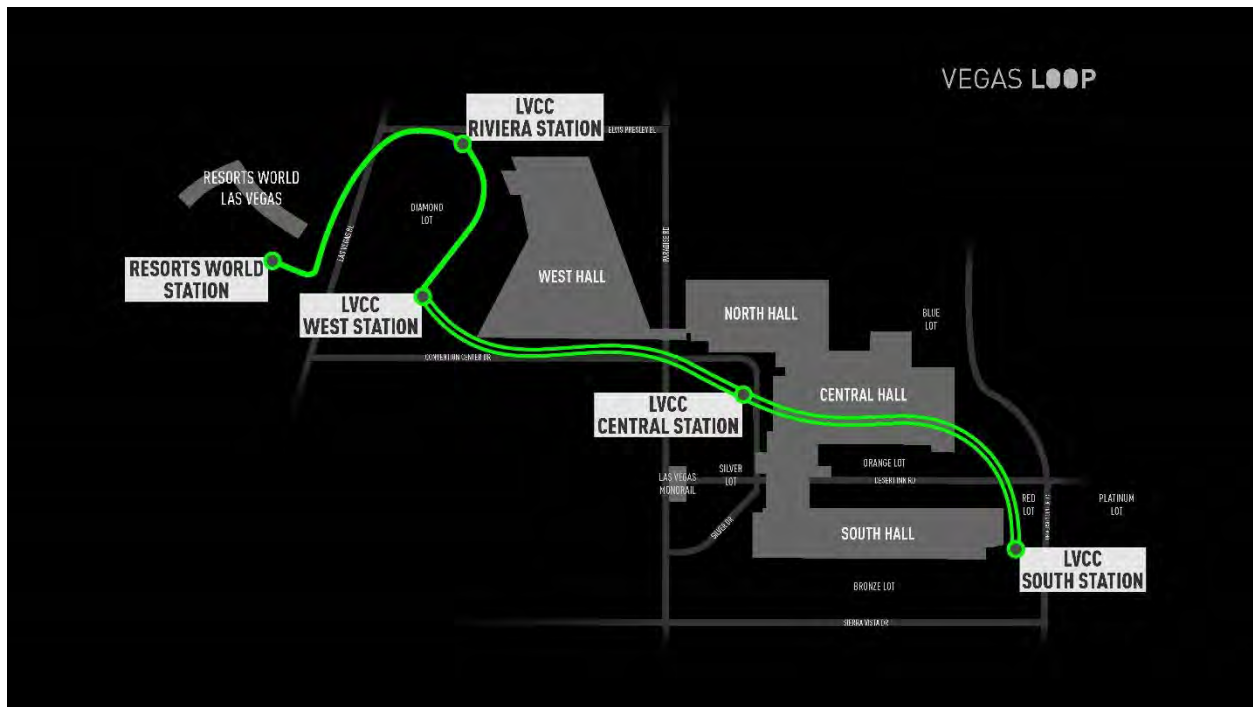
Event management must actively monitor and prohibit the unauthorized use, sale, and distribution of tobacco products at the LVCC by its exhibitors and show attendees. Failure to comply with this requirement shall constitute grounds to close the show and terminate the lease.

Transportation Systems

The Las Vegas Convention Center offers convenient transportation solutions to enhance the visitor experience both on campus and off campus.

VEGAS LOOP

The Vegas Loop is an underground transportation system designed by Elon Musk's The Boring Company designed to quickly transport passengers throughout the 200-acre Las Vegas Convention Center campus in a fun and convenient way, free of charge. The system consists of two one-way, .8-mile-long tunnels built to accommodate all-electric Tesla vehicles driving at speeds of up to 35 mph. The LVCC Loop reduces a 25-minute walk to a less than two-minute ride.



Attendees can access the Vegas Loop at LVCC via four stations:

- South Station – Adjacent to South Hall, this station is located aboveground
- Central Station – Near the Central Hall Main Entrance, this station is located belowground and is accessible via escalator or elevator
- West Station – Adjacent to West Hall, this station is located aboveground
- Riviera Station – At the North side of the West Hall closest to Elvis Presley Drive, with direct access to Resorts World. This station is located aboveground.

The Vegas LOOP has officially opened the Resorts World Passenger Station, providing direct access to and from the Las Vegas Convention Center. Riders can now access the Resorts World station from any of the Convention Center stations (South Station, Central station, West Station, and Riviera Station).

There is currently no charge to travel between stations at the Convention Center or from The Convention Center to Resorts World Station.

Visit lvloop.com/tickets to purchase tickets for rides departing from Resorts World. Hours of operation will vary based upon event calendar at the Las Vegas Convention Center.

For more information, please visit our [website](#).

LAS VEGAS MONORAIL

The Las Vegas Monorail provides a quick and convenient connection along the Las Vegas Strip, linking riders to world-class restaurants, shows, shops, day/nightclubs, spas, hotels, and casinos. Directly connected to the Las Vegas Convention Center as well as several resort hotels, the Monorail is the most convenient way to get around the Strip in just minutes - without the hassles of traffic or wasted time. Trains arrive every 4-8 minutes at each of the seven stations:

MGM Grand

Bally's/Paris Las Vegas
Flamingo/Caesars Palace
Harrah's/The LINQ
Las Vegas Convention Center
Westgate Resort & Casino
SAHARA Las Vegas

[Las Vegas Monorail Map](#)

Hours of operation are Mondays, 7 a.m. to midnight; Tuesday through Thursday, 7 a.m. to 2 a.m.; Friday through Sunday, 7 a.m. to 3 a.m.

Las Vegas' "green" public transportation choice, the Monorail's electric trains are zero-emission vehicles and provide significant reductions in vehicle miles and emissions for our Southern Nevada community.

The Monorail offers exclusive discounts to conventions and groups within the resort corridor to augment your transportation plan. Opportunities range from discount shopping carts for attendees and exhibitors, integrating Monorail tickets into show registration and show badges, and numerous sponsorship and advertising options.

[Learn more about Monorail opportunities available to your event](#)

[Request Monorail Discounts and Transportation Information](#)

TRANSPORTATION SYSTEM ADVERTISING

The Las Vegas Monorail includes nine trains, seven stations and four miles of advertising, sponsorship and branding opportunities and is available through Intersection. Additional information can be found [here](#).

The LVCC Loop screen (Central Station) is also available for purchase through Intersection.

For Loop or Monorail assets, please contact Jon Roche for availability and pricing:

Jon Roche, VP/GM
Jon.Roche@intersection.com
215.281.1980

Union and Nonunion Labor Disputes

- It is the responsibility of the trade show official service contractor (OSC) to resolve all jurisdictional disputes. Union contracts contain dispute resolution procedures, and all involved parties must follow them. Work now, grieve later.
- Threats to or illegal confrontations with exhibitors or show management will not be tolerated. Individuals involved in threats or illegal confrontations with exhibitors, show management other workers or Las Vegas Convention and Visitors Authority (LVCVA) personnel may be issued a trespass notice and escorted from the property. If any information is received or incidents observed, notify the Customer Safety Department at 702-892-7400.

Vehicles on Display

- Fuel-tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.
- Fuel tanks shall not contain more than one-quarter their capacity or more than five gallons of fuel, whichever is less.
- At least one battery cable shall be removed from the batteries used to start the vehicle's engine, and the disconnected battery cable shall then be taped.

- Auxiliary batteries not connected to engine's starting system may be left connected.
- Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible.
- External power is recommended for demonstration purposes.
- Battery charging is not permitted inside the building.
- Combustible/flammable materials must not be stored beneath display vehicles.
- Fueling or de-fueling of vehicles is prohibited
- Vehicles shall not be moved during the show and will remain off while freight doors are closed.
- 36" of clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exits or exit pathways.
- Vehicles placed in lobbies and meeting rooms must have approval of the convention services manager (CSM).
- Visqueen must be used under vehicles on display in lobbies and meeting rooms.

Weapons

- A personal or concealed weapon of any type is not permitted anywhere on the campus of the Las Vegas Convention Center (LVCC).
- Nevada Revised Statute 202.3673 prohibits concealed weapons of any type on facility property(s).

Event Name:	_____
Event Start Date:	/ /
Event End Date:	/ /
Booth/Room #:	_____
On-Site Contact:	_____
Cell #:	_____
On-Site Contact Email Address:	_____

Company Name:	_____	
Billing Name:	_____	
Billing Address:	_____	
City:	State:	Zip:
Country:	_____	
Phone #:	_____	
Billing Contact Email Address:	_____	

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

**20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date.
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

Voice Services

Phone System Services (Dial "9" for outside call)	Price	Quantity
Single Line (no phone set)	\$345.00	<input type="checkbox"/>
Single Line with phone set (Long distance rates will apply)	\$345.00	<input type="checkbox"/>
Multi-Line: One line with one roll-over line and handset	\$490.00	<input type="checkbox"/>
Phone System Services (Direct Dial)		
Single Line no features	\$490.00	<input type="checkbox"/>
Single Line with Feature Package, Voicemail and Unlimited Domestic LD	\$500.00	<input type="checkbox"/>
Single Line with Polycom Speakerphone	\$550.00	<input type="checkbox"/>
Demarc Extension Services		
Dry Pair Demarc Extension (non-DSL)	\$250.00	<input type="checkbox"/>
ISDN BRI circuit extension from Demarc to Booth	\$500.00	<input type="checkbox"/>

Video Services

Digital or HDTV Service (All channels, excluding Premium and International)	Price	Quantity
Entire Show (First outlet only, up to 5 days)	\$525.00	<input type="checkbox"/>
Additional Digital/HD Outlets (2 or more)	\$330.00 each	<input type="checkbox"/>
Additional Analog Outlets (2 or more)	\$140.00 each	<input type="checkbox"/>

Additional Services

Labor/Floor work The 20% early ordering discount does not apply.	\$75.00/hr	<input type="checkbox"/>
Voice Services Distance Fee	\$100.00	<input type="checkbox"/>
Video Services Distance Fee	\$500.00	<input type="checkbox"/>

Total: _____

Booth Diagram Information - Voice and Video

Please indicate on the grid, the location of your Voice and Video drop(s).
If no location is indicated, Voice and Video drop(s) will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

TERMS AND CONDITIONS OF SERVICE

1. Service and Installation Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

2. Service Date and Term This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

3. Customer Responsibilities Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

4. Equipment Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

5. Resale of Service Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

6. Default If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

7. Termination Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

8. LIMITATION OF LIABILITY COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

9. Assignment Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

11. INDEMNITY Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

13. Public Performance If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

14. Regulatory Authority-Force Majeure This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

15. Miscellaneous This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.

Event Name:	_____
Event Start Date:	/ /
Event End Date:	/ /
Booth/Room #:	_____
On-Site Contact:	_____
Cell #:	_____
On-Site Contact Email Address:	_____

Company Name:	_____	
Billing Name:	_____	
Billing Address:	_____	
City:	State:	Zip:
Country:	_____	
Phone #:	_____	
Billing Contact Email Address:	_____	

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date.
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.

Wi-Fi Hotspots

Service will be available a day before the event through a day after the event in one specific area serviced by one Wi-Fi access point.

	3.0 Mbps/Price	Quantity	5.0 Mbps/Price	Quantity
Wi-Fi Hotspot: Up to 10 Users	\$2,200.00	<input type="checkbox"/>	\$2,800.00	<input type="checkbox"/>
Wi-Fi Hotspot: Up to 25 Users	\$3,200.00	<input type="checkbox"/>	\$4,000.00	<input type="checkbox"/>
Wi-Fi Hotspot: Up to 50 Users	\$4,500.00	<input type="checkbox"/>	\$5,500.00	<input type="checkbox"/>
Wi-Fi Hotspot: Up to 100 Users*	\$6,800.00	<input type="checkbox"/>	\$8,500.00	<input type="checkbox"/>
*Additional block of 50 Users (Available only with Wi-Fi Hotspot of 100 Users)	\$3,000.00	<input type="checkbox"/>	\$3,750.00	<input type="checkbox"/>
Splash Page with sponsor logo (Splash page template provided by Cox Business)	\$2,500.00	<input type="checkbox"/>	\$2,500.00	<input type="checkbox"/>
Redirect Landing Page (Customer specific URL)	\$2,500.00	<input type="checkbox"/>	\$2,500.00	<input type="checkbox"/>
Total:	_____		Total:	_____

Additional Services

Labor/Floor work The 20% early ordering discount does not apply.	\$75.00/hr	<input type="checkbox"/>
Outside Distance Fee	\$500.00	<input type="checkbox"/>

To maximize your Wi-Fi experience Cox Business utilizes 802.11ac network standard, the latest in Wi-Fi 5GHz technology. Please ensure your device(s) is compatible.

Total: _____

Customer SSID and Password

Customer SSID

Customer Password (WPA2 Key) - minimum 8 characters and case sensitive.

TERMS AND CONDITIONS OF SERVICE

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3. Customer Responsibilities Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

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5. Resale of Service Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

6. Default If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

7. Termination Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

8. LIMITATION OF LIABILITY COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

9. Assignment Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

11. INDEMNITY Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

13. Public Performance If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

14. Regulatory Authority-Force Majeure This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

15. Miscellaneous This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.

Event Name:	_____
Event Start Date:	/ /
Event End Date:	/ /
Booth/Room #:	_____
On-Site Contact:	_____
Cell #:	_____
On-Site Contact Email Address:	_____

Company Name:	_____	
Billing Name:	_____	
Billing Address:	_____	
City:	State:	Zip:
Country:	_____	
Phone #:	_____	
Billing Contact Email Address:	_____	

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

**20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date.
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

Internet/Network Services

Shared Bandwidth DATA Services - routers, servers and NAT devices are not allowed on shared bandwidth data products
(Shared Bandwidth is shared with other Internet users within the Las Vegas Convention Center)

	Price	Quantity
Business Professional: Up to 20 Mbps Single drop with 1 private (NAT) IP address. Order up to 20 total IP addresses. Best shared connection that is shared with other customers.	\$1,495.00	<input type="checkbox"/>
Business Select: Up to 10 Mbps Single drop with 1 private (NAT) IP address. Order up to 10 total IP addresses. Up to 10 Mbps connection that is shared with other customers.	\$995.00	<input type="checkbox"/>
Business Starter: Up to 3 Mbps Single drop with 1 private (NAT) IP address. Order up to 3 total IP addresses. Basic connection that is shared with other customers.	\$745.00	<input type="checkbox"/>

Dedicated Bandwidth Services (Dedicated Bandwidth, NOT SHARED)

High Bandwidth Internet speeds from 300 Mbps up to 10 Gbps are available	Call for pricing	<input type="checkbox"/>
Business Professional Plus: 200 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$60,000.00	<input type="checkbox"/>
Business Professional Plus: 100 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$42,000.00	<input type="checkbox"/>
Business Professional Plus: 50 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$26,500.00	<input type="checkbox"/>
Business Professional Plus: 25 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED, best option for large data transfers, video uploads and downloads.	\$14,300.00	<input type="checkbox"/>
Business Select Plus: 10 Mbps Single drop with 3 public IP addresses. Order up to 10 total IP addresses. Dedicated connection, NOT SHARED, good for robust browsing, video and audio streaming.	\$6,100.00	<input type="checkbox"/>
Business Starter Plus: 3 Mbps Single drop with 3 public IP addresses. No additional IP addresses allowed. Dedicated connection, NOT SHARED, good for robust web browsing.	\$3,500.00	<input type="checkbox"/>

Additional Products and Services

Patch cables - Ethernet Cat 5 Cable	\$80.00 each	<input type="checkbox"/>
Switch rental - Up to 24 port (10/100 unmanaged)	\$220.00 each	<input type="checkbox"/>
Additional IP address	\$164.00 each	<input type="checkbox"/>
Additional Locations - Additional drop for dedicated bandwidth products only.	\$795.00 each	<input type="checkbox"/>
Labor/Floor work - The 20% early ordering discount does not apply.	\$75.00/hour	<input type="checkbox"/>
Outside Distance Fee	\$500.00	<input type="checkbox"/>

To maximize your Wi-Fi experience Cox Business utilizes 802.11ac network standard, the latest in Wi-Fi 5GHz technology. Please ensure your device(s) is compatible.

Total: _____

Booth Diagram Information - Internet

Please indicate on the grid, the location of your Internet drop(s).
If no location is indicated, Internet drop will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

TERMS AND CONDITIONS OF SERVICE

1. Service and Installation Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

2. Service Date and Term This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

3. Customer Responsibilities Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

4. Equipment Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

5. Resale of Service Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

6. Default If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

7. Termination Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

8. LIMITATION OF LIABILITY COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

9. Assignment Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

11. INDEMNITY Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

13. Public Performance If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

14. Regulatory Authority-Force Majeure This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

15. Miscellaneous This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.